



Bangor Public Schools

"Providing Educational Excellence as a Pathway to Success"

Bangor Public Schools Posting August 27, 2025

Posting: Great Starts Readiness Program Associate Teacher

Reports to: Director of Instructional Services, State and Federal Programs

Location of work: South Walnut/Apple Tree Pre-School

Starting Date: ASAP

Rate of Pay: Para-Professional Handbook

Hours to work: Per District Student Calendar; 7:45am- 3:15pm

Classification: ParaProfessional

Job Goal (s): The GSRP associate teacher is responsible for working as a team member in providing a quality educational program for preschool children by supporting the classroom teacher in planning, assessing, and instructing students. The position includes assisting the classroom teacher in maintaining required records to ensure grant compliance and meet licensing guidelines.

Minimum Qualifications:

- High School Diploma or GED.
- Associate's degree in early childhood education or child development or the equivalent; or a valid classroom CDA credential required

As partners in the instructional process with MDE, the Bangor Public Schools District requires **all BPS parprofessionals** to meet one of the following requirements:

1. Completion of two years of study or more at an institution or higher education (equal to 60 semester hour) (college transcripts must be provided);
2. Obtain an associate's degree or higher (college transcripts must be provided);
3. Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessments:
 - o ETS ParaPro Assessment with a passing score of 460. **After June 1, 2017, MDE recommends the use of the ETS ParaPro Assessment**
 - o Michigan Test for Teacher Certification-Basic Skills (MTTC)
 - o *WorkKeys®* through June 1, 2017. Anyone that has passed the Reading for Information, Applied Mathematics, and Writing portions of the *WorkKeys®* Certificate indicating that you have taken the **Reading** (level 4 minimum), **Applied Math** (Level 4 minimum) and **Writing** (Level 3 minimum).

The Board of Education of Bangor Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities

801 West Arlington Street, Bangor, Michigan 49013
Phone: (269) 427-6800 | Fax: (269) 427-8274



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Preferred Qualifications:

- Experience in working with preschool children, particularly with at-risk children
- Ability to be self-directed and take initiative when given a variety of tasks and responsibilities.
- Strong communication and interpersonal skills to effectively interact with students, parents, and teachers
- Ability to work well with diverse families
- Ability to act as a resource person for families
- Outgoing, caring personality

Knowledge & Skills:

- Follow verbal and written instructions.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Represent the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Maintain basic records required of the position.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Support the philosophy and vision of Bangor Public Schools.

Essential Job Functions:

- Work as a team member in providing a quality educational preschool program
- Assist in planning, implementing, and monitoring curriculum and assessment
- Assist in establishing parent involvement activities
- Assist in home visits
- Assist in all daily operations of the program
- Work with individual and small groups of students
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts
- Assist children with personal health care needs
- Work collaboratively and communicate with the classroom teacher to implement lesson plans, activities, and classroom tasks
- Assist teacher with monitoring behavior and supporting the educational process in the classroom
- Observe students' performance and record relevant data to assess progress
- Collect and document data regarding the student(s)
- Maintain accurate and complete student records
- Supervise students in classrooms, halls, cafeterias, and/or playground
- Participate in trainings and on-going professional development

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- Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open house
- Perform other duties as assigned

ESSENTIAL PHYSICAL AND ENVIRONMENTAL JOB FUNCTIONS: Able to handle the Physical Demands and Environmental Factors related to the position:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Requires prolonged sitting or standing.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Reach with hands and arms and use hands and fingers to handle objects and operate computers, and/or controls.

ENVIRONMENTAL DEMANDS: The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.

All applications should be submitted to: <https://www.applitrack.com/vbc/onlineapp/default.aspx>

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