



**WAVERLY COMMUNITY SCHOOLS  
Position Announcement**

<b>Job Title:</b>	GSRP Associate Teacher 2024-25		
<b>Location:</b>	Colt ECEC	<b>Start Date:</b>	August 2024
<b>Salary Range/Level:</b>	Per the current WESPA contract, \$18.50 - \$21.17 per hour	<b>Terms of Employment :</b>	School Year
<b>Date Posted:</b>	May 29, 2024	<b>Application Deadline:</b>	June 14, 2024
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b>. (See application instructions at <a href="#">GSRP Associate Teacher 2024-25</a>)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>• Attached within the online application (preferred)</li> <li>• Faxed: (517) 321-8577</li> <li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li> </ul>		

**Job Summary**

The GSRP Associate is responsible for working as an instructional team member in providing educational activities for young children. Also, position is responsible for certain non-instructional and concept/skill reinforcement tasks and providing children the opportunity for additional professional adult/student relationships.

**ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Responsible for actively participating in school building activities, meetings, parent conferences, staffing, training, IEP, when appropriate, as determined by the building administration or the assigned certified teacher
- Present lessons to individual children or small groups, assisting in all introductions of information and concepts, selection, and preparation of materials, consistently messaging behavior expectations as set by the certified teacher
- Assist with loading and unloading of children from the buses

- Responsible for informing the certified teacher of any specific needs or concerns regarding children
- Responsible for carrying through on suggestions as communicated by the teacher, admin, or IISD ECS
- When needed, assist with the medical needs of students
- Assist with the grooming needs of students' self-care
- Assist in preparing displays of student learning
- Secure, set up and operate classrooms technology and hands-on teaching materials and equipment
- Perform clerical tasks such as taking attendance, documenting student learning, etc.
- Assist teacher in maintaining an orderly, clean and organized classroom physical environment
- Assist teacher in maintaining a positive classroom climate
- Supervise children during daily outdoor activities to meet childcare licensing requirements
- Supervise children during classroom activities
- Interact with co-workers, administration, children, and parents in positive, supportive, and cooperative ways
- Ability to work in cooperative and collegial manner with GSRP Lead Teacher
- Attend and engage in continuous professional development as needed and appropriate
- Engage in activities with children at their physical level.
- Create an overall supportive, nurturing, strength-based atmosphere.
- Maintain student confidentiality.
- Be flexible in working in different classrooms.
- Constantly monitor and evaluate the safety of all children
- Able to pass annual CPR/AED and first aid certification and TB test
- Perform other duties as assigned

### **QUALIFICATIONS**

#### **Education and Experience:**

- An associate degree (AA) in early childhood education or child development or an associate degree in early childhood education or child development within three years. Those with coursework toward qualifications may be considered if the applicant is willing to sign a compliance plan stating they will continue to work toward the proper credentials.
- Must comply with Michigan Revised School Code criminal background check requirements and LARA licensing requirements.
- Must have a high school diploma or GED.

#### **Preferred Qualifications:**

- Prior experience working with preschool-age children preferred.
- A Child Development Associate Credential (CDA) or an Associate Degree in Early Childhood Education

#### **Knowledge, Skills and Abilities:**

- Demonstrated ability to interact with children, parents, staff, and community in a contractual and courteous manner

- Experience working with children
- Demonstrated good attendance and punctuality
- Demonstrated respect for the confidentiality requirements of information
- Excellent communication skills (written and verbal) and organizational skills
- Valid CPR and First Aid certification or be willing to acquire
- Be willing to actively participate in 16 hours of on-going training yearly to meet childcare licensing regulations
- Demonstrated ability to participate as a member of the team in a diverse school environment
- Must pass any health requirements of the position including obtaining a physical that ensures ability to perform duties of Pre-K with negative TB results (licensing requirement)

**Knowledge, Skills and Abilities:**

- Must have regular and reliable job attendance.
- Have the ability to communicate with children, families, GSRP Program Manager and other program staff.
- Must have the ability to lift up to 50 pounds.
- Must be able to take direction from the lead teacher.
- Ability to follow a specific time schedule.
- Use positive discipline techniques when supervising children and follow discipline policy.
- Ability to work in a team-oriented environment.

**ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to pass annual CPR/AED and first aid certification and TB test

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Candidate must have ability to physically lift students up and down from the floor on a continual basis. Candidate must be able to work in all outdoor environments; hot, cold, snow, or rain. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being, and work output of students.

**MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

**Notice of Non-discrimination**

***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***