



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	GSRP Lead Teacher 2024-25		
Location:	Colt ECEC	Start Date:	January 2025
Salary Range/Level:	\$45,456- \$86, 442 - As per the salary schedule contained in the WEA Master Agreement	Terms of Employment	School Year
Date Posted:	December 11, 2024	Application Deadline:	Until Filled
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at GSRP Lead Teacher 2024-25)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917 		

Job Description

JOB SUMMARY

The Great Start Readiness Program (GSRP) Teacher is responsible for all aspects of planning, assessing, and instructing 4-year-olds, based on the needs of each child, and the requirements of the GSRP grant. The teacher is also responsible for maintaining program quality and documentation as outlined in the GSRP Implementation Manual, Preschool Program Quality Assessment (PQA), and DHS licensing guidelines. This position reports directly to the assigned building/program principal.

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:

- Possess a strong understanding of developmentally appropriate practice for four-year-olds and be able to create a classroom environment that is conducive to learning
- Follow the daily schedule as outlined in the curriculum and GSRP guidelines
- Conduct screening and ongoing assessment of children and provide age-appropriate instructional support

- Meet with an Early Childhood Specialist and/or principal for coaching and feedback as needed to ensure quality programming and maintain a high-level PQA rating
- Attend staff meetings, workshops, and other scheduled program activities as requested
- Consider the associate teacher an essential member of the teaching team
- Collaborate with the associate teacher in planning, team meetings, troubleshooting, and decision-making
- Empower the associate teacher to monitor behavior and support the educational process in the classroom
- Participate in-home visits with associate teacher to partner with parents to meet the educational needs of their children
- Organize and maintain records for grant and licensing purposes
- Create and update anecdotal records and portfolios for each child
- Complete required progress reports and other paperwork
- Participate in district recruitment efforts, including open houses and round-ups, and assist in student selection
- Maintain inventory of classroom equipment, materials, and supplies
- Schedule parent/family activities
- Develop newsletters and informational materials for families
- Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open house
- Utilize “best” classroom management practices to create a learning environment that is conducive to learning, curtails disruptive behaviors and enhances students’ self-esteem.
- Collaborate with special education staff to provide students with needed supports.
- Participate in and contribute to professional development, implement strategies learned with fidelity.

Parent and Community Engagement

- Make and maintain regular, positive contact with parents via phone calls, email and/or home visits including communicating student progress.
- Establish and maintain effective written and oral communication and rapport with students, parents, and colleagues.
- Participate in parent meetings, including IEP’s and Parent/Teacher Conferences
- Contribute to the development of a positive attitude between the school and the wider community through cooperative relations, publications, competitions, etc.

Other Duties

- Display physical, social, mental, and emotional soundness to execute the duties of job.
- Serve as a role model for all students and within school community.
- Interact with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- Encourage the team spirit and contribute as a team member in the decision-making processes of the school as facilitated by the building administrator.
- Attend staff meetings and serve on committees as required.
- Contribute to extra-curricular activities and school programs, including recess duty as requested.

- Maintain and promote school district goals and objectives.
- Comply with state, federal and District policies, procedures, rules, and the union contract.
- Regular and on-time attendance is required.
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree
- Valid Michigan Teaching Certificate with Early Childhood (ZA or ZS) endorsement or degree in the area of Early Childhood and acceptance of compliance plan for GSRP through Ingham ISD.
- Early Childhood training and experience
- Willingness to be trained in Connect4Learning (C4L) Curriculum

Knowledge, Skills, and Abilities:

- Demonstrated understanding of current research as to how children learn and the ability to motivate students to perform at their best.
- Demonstrated ability to work in an economically, culturally, and racially diverse environment.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to differentiate instruction, by using a variety of styles, and inspire mixed culture and ability classes by creating challenging and engaging learning opportunities for all students.
- Demonstrated ability to participate as a member of the team.
- Demonstrated ability to manage a diverse and demanding workload.
- Ability to establish and maintain effective working relationships with students, staff, and the school community.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

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.

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). 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.