

Brethren Great Start Readiness Program (GSRP), Assistant Teacher

Position summary:

The GSRP assistant teacher is responsible for working as a team member to provide a quality educational program for preschool children by supporting the lead teacher in planning, assessing, and instructing children. This position includes working in a team approach, assisting lead teacher in maintaining required records to ensure grant compliance and meeting licensing guidelines.

Job duties/responsibilities:

- Work as a team member in providing a quality educational preschool program
- Assist in planning, implementing and monitoring curriculum and assessment
- Assist in parent involvement activities
- Assist in home visits
- Assist in daily operations of program (breakfast supplies, dishes, taking out the trash, cleaning building and furniture, etc)
- Work with individual and small groups of children
- Assist children with personal health care needs
- Support children's development along all domains
- Work collaboratively and **communicate** with the lead teacher to implement lesson plans, activities and other classroom tasks
- Assist teacher with monitoring behavior and supporting the education process in the classroom:
 - Observe children and record relevant data to assess progress
 - Collect and document data regarding children
- Supervise children in the classroom, hallways, playground and any other space (gym, field trips, etc.)
- Participate in trainings and on-going professional development
- Able to work flexible hours as needed for family activities, home visits, conferences, open house, etc.
- Other duties as assigned

Physical and Mental Requirements:

- Ability to sit, stand, walk, speak, listen, stoop, bend and reach
- May need to manually lift, carry, pull or push heavy objects or materials
- Able to be on the floor with children during play time for interactions

Qualifications:

- Experience in working with preschool children
- Ability to be self-directed and take initiative when given a variety of tasks and responsibilities
- Ability to work well with diverse families and act as a resource for families
- Certified in CPR and First Aid
- Willing to be fingerprinted to meet licensing regulations
- Meets required education;
 - Current Child Development Associate Credential (CDA) or
 - Associate of Arts in Early Childhood Education, Preschool Education, or Child Development
 - Will consider applications from candidates who are not fully credentialed if they have met some of the pre-eligibility requirements and are willing to pursue full certification

Interested candidates should apply by emailing all credentials in a single PDF to Crystal Harthun- Brethren GSRP Teacher/Director at, lhaase@manistee.org. Or by mailing all credentials to Attn: Crystal Harthun- 4400 N. High Bridge Road, Brethren, MI 49619. For more information, please call 231-477-5353.