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VACANCY

POSTING DATE: March 6, 2018

TITLE: **GSRP ASSOCIATE TEACHER**
Plainwell – Cooper Elementary
Allegan Area Educational Service Agency

QUALIFICATIONS:

1. Associates degree (AA) in early childhood education or child development or the equivalent; or a valid classroom CDA credential; or an existing 120-hour approval required.
2. Current CPR/First Aid certification required.
3. Interest in and experience with young children and knowledge of child development.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of Early Childhood Services

JOB GOAL: To assist the lead teacher in helping the four-year old students achieve the maximum benefit from their educational programs.

APPLICATIONS: To be considered for employment you must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired.

DEADLINE FOR APPLICATIONS: **Until filled.**

ESSENTIAL JOB FUNCTIONS:

1. Demonstrated ability to productively handle aggressive behavior, both physically and emotionally.
2. Demonstrated ability to establish and maintain boundaries with students and families.
3. Strong communication and interpersonal skills to effectively interact and be a resource for the students, parents, and teachers.
4. Ability to be self-directed and take initiative when given a variety of tasks and responsibilities.
5. Ability to work flexible hours as needed to accommodate family engagement activities.

6. Ability to lift up to 60 pounds, walk short distances, and attend to the personal care of students.
7. Reliable, insured transportation to drive between AAESA buildings, local school districts and home visits when necessary.

PERFORMANCE RESPONSIBILITIES:

8. Work as a team member to provide a quality educational preschool program by assisting in all aspects of the daily operation of the program.
9. Assist in planning, implementing, and monitoring curriculum and assessment.
10. Work collaboratively and communicate with the lead teacher to implement lesson plans, activities, and other classroom tasks.
11. Assist in working with individual and/or groups of students, as requested by the lead teacher.
12. Assist lead teacher with monitoring behavior and supporting all aspects of the educational process in the classroom.
13. Observe students' performance and record progress.
14. Assist in organization and participation in all parent involvement activities including, but not limited to, parent meetings, home visits and conferences.
15. Maintain a high level of ethical behavior and confidentiality of information concerning the students and their families.
16. Participate in trainings and ongoing professional development.
17. Maintain continual professional growth as agreed upon with the Director of Early Childhood Services.
18. Other duties as assigned by the Director of Early Childhood Services, Specialist, or Assistant Superintendent.

TERMS OF EMPLOYMENT:

1080 hours/school calendar; Hours, wages, and benefits are established by the Board of Education. Position is contingent upon GSRP grant funds from the Michigan Department of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions by the Board of Education's Policy on Evaluation of Early Education Services Personnel.

STATEMENT OF ASSURANCE:

The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 1-800-649-3777

DISTRIBUTION:

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