

EATON RAPIDS PUBLIC SCHOOLS
Eaton Rapids, Michigan

PLEASE POST

INTERNAL/EXTERNAL POSTING

POSITION: Lead Teacher, Before and After School Program (Non bargaining unit)

BUILDING: Greyhound Intermediate

STARTING DATE: Approximately September 7, 2010

HOURS: 6:00 a.m. – 8:30 a.m. and
3:45 p.m. – 6:00 p.m.

QUALIFICATIONS:

- A minimum of 21 years of age
- A minimum of an associate's degree in Child Development or a child-related field.
- A minimum of 2 semester hours in child care administration from an accredited college or university, or a minimum of 3.0 SB-CEU's in child care administration
- Must have current certification in infant, child, and adult cardiopulmonary resuscitation (CPR) and first aid.
- Must submit a negative TB test and a medical form completed by a physician prior to employment.
- Must obtain documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect.
- Must obtain clearance through ICHAT, a criminal background check through the Michigan State Police.
- Be a positive role model in actions and appearance for the children and fellow staff.
- Be of responsible character and suitable to meet the needs of children.

DUTIES AND RESPONSIBILITIES:

- Be of responsible character and suitable to meet the needs of children.
- To plan and implement activities that enhances and encourages the development of the child's individual interests and talents.
- Evaluate the classroom program and child assessments.
- Be a positive role model in actions and appearance for the children and fellow staff.
- Work with and supervise other staff members in a cooperative and professional manner.
- Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and adherence to center rules.
- Maintain a portfolio on each child and write weekly individual notes about each child.
- Communicate all problems or concerns to the child care director.
- Conduct parent/teacher conferences.
- Maintain parent information and teacher information boards.
- Train and orient new employees to your room.
- Maintain accurate records, including attendance, medication, accident, and incident reports.
- Adhere to child discipline policy and train assistants/subs so that discipline is consistent.

- Receive 12 hours of training yearly, adhering to the guidelines outlined in the childcare licensing book. **MUST PROVIDE CC DIRECTOR WITH PROOF OF TRAINING, WHICH WILL BE MAINTAINED IN A PROFESSIONAL DEVELOPMENT LOG BOOK.**

Apply In Writing To: Mrs. Diane Binkowski, Human Resource Coordinator
Eaton Rapids Public Schools
912 S. Greyhound Drive
Eaton Rapids, MI 48827
(517) 663-1155

Application Deadline: August 6, 2010

Date of Posting: July 22, 2010

Authorized Signature: _____
Collin Smith, Chief Financial Officer

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, sex, color, national origin, age, or disability.