**Half-Day Pre-K & Pre-K PLUS Assistant**

**Job Summary:** The position involves working directly with preschool-age children in a NAEYC Accredited program. The Assistant is responsible for assisting the Head Teacher with planning and instruction and making learning visible to families.

**Location:** Thornton Creek

**Hours:**
- Monday/Wednesday/Friday – Pre-K PLUS 4’s
  - 8:45 p.m. – 1:15 p.m.
  - and
- Tuesday/Thursday – Half-Day Pre-K 3’s
  - 8:45 a.m.- 12:00 p.m.

**Hourly Rate:**
- Assistant Salary Schedule
  - 2017- 2018 starting at Step 1: $10.50/hour

**Benefits:**
- Paid sick time

**Start Date:** Monday, August 28, 2017

**Educational Requirements:**

1. Child Development Associates Degree (CDA) or equivalent required. The equivalency is a minimum of 60 semester hours of college credits with 18 in Early Childhood Education or a related field. There is some flexibility for candidates in a program working towards this requirement.

2. Experience working with preschool children in a professional setting preferred.

**Qualifications:**

- Must obtain CPR/First Aid Certification
- Must obtain 24 Professional Development hours annually
- Must be at least 19 years of age
- Knowledge of State of Michigan Licensing Rules for Child Care Centers preferred
- Knowledge of NAEYC Accreditation preferred

**Duties and Responsibilities:**

- Ability to supervise children and assist with operation of a child care program.
- Work cooperatively with the classroom team.
- Assist with classroom maintenance.
- Follow and enforce State of Michigan Licensing Rules.
- Build knowledge of EC Curriculum, Approach to Education and NAEYC Program Standards.
- Ability to follow directions.
- Greet families and assist/communicate with parents as needed.
- Perform other duties as assigned by Head Teacher.

**Questions:** Contact Joanne Sawicki at sawickjo@northvilleschools.org

**Deadline:** July 5, 2017