



# Public Schools of Petoskey

## NOTICE OF POSITION OPENING

PRESCHOOL ASSOCIATE TEACHER			
Date Posted	June 1, 2023	Application Deadline	June 15, 2023 or until filled
Primary Function	The associate teacher is responsible for working as a team member in providing a quality educational program for preschool children by supporting the classroom teacher in planning, assessing, and instructing students. The position includes assisting the classroom teacher in maintaining required records to ensure grant compliance and meet licensing guidelines.		
Preferred Qualifications	❖ An associate’s degree (AA) in early childhood education or child development or the equivalent; OR ❖ A valid Center-Based Preschool CDA credential		
Responsibilities	Please see attached job description		
Application Process	Please visit <a href="https://petoskeyschools.org/employment">petoskeyschools.org/employment</a> to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
Notice of Non-discrimination			
It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.			



# Public Schools of Petoskey

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**POSITION:** Preschool Associate Teacher

**QUALIFICATIONS:**

1. An associate's degree (AA) in early childhood education or child development or the equivalent; or
2. A valid Center-Based Preschool CDA credential

**SUPERVISOR:** Preschool Teacher/Program Director

**POSITION SUMMARY:**

The associate teacher is responsible for working as a team member in providing a quality educational program for preschool children by supporting the classroom teacher in planning, assessing, and instructing students. The position includes assisting the classroom teacher in maintaining required records to ensure grant compliance and meet licensing guidelines.

**PERFORMANCE RESPONSIBILITIES:**

1. Work as a team member in providing a quality educational preschool program
2. Assist in planning, implementing, and monitoring curriculum and assessment
3. Assist in establishing parent involvement activities
4. Assist in home visits
5. Assist in all daily operations of the program
6. Work with individual and small groups of students
7. Support children's emotional and social development, encouraging understanding of others and positive self-concepts
8. Assist children with personal health care needs
9. Work collaboratively and communicate with the classroom teacher to implement lesson plans, activities, and classroom tasks
10. Assist teacher with monitoring behavior and supporting the educational process in the classroom
11. Observe students' performance and record relevant data to assess progress
12. Collect and document data regarding the student(s)
13. Maintain accurate and complete student records
14. Supervise students in classrooms, halls, cafeterias, and/or playground

15. Participate in trainings and on-going professional development
16. Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open house
17. Perform other duties as assigned

**TERMS OF EMPLOYMENT:**

Approximately 180 days during the school year. Yearly calendar will be posted on the district website.

**EVALUATION:**

Performance will be evaluated during the probationary period and annually in accordance with the policy of the Board of Education regarding support (non-certified) staff personnel.

**Updated: 6.1.2023**