



**GSRP Associate Teacher
2024 - 2025 School Year**

Employment Type: Full-time

Salary: From \$18.00 per hour- dependent on experience

Summary of Job: The Associate Teacher works with the Lead Teacher in the supervision, safety, and education of students utilizing the approved curriculum.

Direct Supervisor: The Associate Teacher reports directly to the Site Director

What We Offer

We are building a team of professional, caring, energetic, early childhood educators who share our passion and dedication. At the Early Learning Center, we offer:

- On-site Director -- here to support you and help you be the best teacher you can be
- Professional development
- Support in lesson planning -- we provide access to comprehensive curriculum and lesson plans based on latest childcare research ("Life Essentials") and paid time to make your plans
- Educational technology that promotes learning and connections with families
- A safe and secure environment
- Opportunities for leadership and professional advancement
- Classroom supplies – we buy them, not you!

Benefits

We want you to be successful as a teacher which means you need a life as well as a career. In addition to the support we provide to help you be a great teacher, we provide:

- Paid holidays
- Paid time off
- Medical Insurance
- Dental and Vision Insurance

Schedule

- 8.5 hour shift- with a 30 minute unpaid break
- Monday to Friday
- No weekends

Job Description

The Great Start Readiness Program (GSRP) Associate Teacher is responsible for assisting in all aspects of planning, assessing, and instructing 4-year olds based on needs of each child, and the requirements of the GSRP grant. The Associate Teacher is also responsible for:

- Assist in the preparation and implementation of lesson plans using approved curriculum, and work collaboratively and communicate plans with teaching team
- Follow the daily schedule as outlined in the curriculum and GSRP guidelines
- Assist with the screening and ongoing assessment of children and provide age-appropriate instructional support
- Meet with the Early Childhood Specialist as needed to ensure quality programming and maintain a high-level CLASS rating
- Attend staff meetings, workshops, and other scheduled program activities as requested
- Consider the Lead Teacher an essential member of the teaching team and collaborate with them to monitor behavior and support the educational process in the classroom
- Assist in organizing and participate in all family engagement events such as, home visits, conferences, open house, field day, and other school-wide events
- Assist in completing required progress reports and other paperwork
- Maintain inventory of classroom equipment, materials, and supplies
- Maintain current CPR/First Aid, Mandated Reporter, and all licensing certifications
- Maintain a high level of ethical behavior and confidentiality of information concerning the students and their families
- Treat children, parents, and staff with dignity and respect
- Perform other duties as assigned

Qualifications

All candidates who wish to be considered for the position of GSRP Associate Teacher must possess one or more of the following criteria:

- Associates degree (AA) in Early Childhood Education or child Development or the equivalent; or a valid Preschool CDA credential;
- Willingness to earn a certificate or degree within two years of hire may be considered
- Certification in CPR and First Aid
- Professional experience working with children or in early childhood/elementary education, particularly with at-risk children

Additional Preferred Qualifications

- Work effectively, make decisions, and problem solve collaboratively within a team
- Work well with diverse families and engage parents as full partners in their child's learning
- Strong communication and interpersonal skills to effectively interact with students, parents, and teachers

Physical Requirements

- Employee must be capable of performing physical demands of the job, including but not limited to lifting, bending, stooping, squatting, and standing for long periods of time.

Early Learning Center with Steepletown is an equal opportunity employer. Employment is provided in a nondiscriminatory manner without regard to race, sex, color, national origin, ancestry, creed, disability and age. Have questions or want to know more -- we would love to talk with you, call us at 616-323-3199.

If you wish to apply for the position, please send a resume and cover letter to jen@steepletown.org.

