

BIRMINGHAM PUBLIC SCHOOLS

VACANCY ANNOUNCEMENT

ASSISTANT TEACHER



Applications are being accepted for the position of **Assistant Teacher** at the BPS Early Childhood Center, an NAEYC accredited center! Positions are for a full-time schedule, and we have openings in both toddler and preschool classrooms. Options to work school year and year round schedule are available. These are non-bargaining unit positions.

JOB SUMMARY AND RESPONSIBILITIES:

- Work collaboratively with classroom team to develop and maintain a safe, nurturing, and positive environment for each child.
- Help with all classroom activities including choice time, arts, gross motor play, math and literacy games, circle time, etc.
- Interact with children to develop positive relationships, extend play experiences, enhance language development and build social emotional skills.
- Contribute ideas for the classroom and gather/prepare materials when needed.
- Act as a positive role model for children.
- Assist with assessing students using HighScope Child Observation Record (COR).
- Attend all staff meetings and professional development sessions.
- Work individually with students or in small groups as needed for maximum effectiveness of instruction.
- Assume responsibility in an emergency or if head teacher is absent.
- Assist in implementing a program for positive discipline and classroom management.
- Communicate effectively with parents.
- Follow all district and center policies as well as NAEYC and state licensing rules and guidelines.
- Positively and professionally represent and promote Birmingham Public Schools programs.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Ability to stand and walk over 60% of the workday in order to supervise children throughout daily activities, walk throughout the school, and participate in gym and playground activities.
- Must have physical stamina to care for energetic young children.
- Required to lift up to fifty pounds, bend, sit on the floor, run, and engage in other physical activities.

QUALIFICATIONS:

- Must be 18 years old or older.
- Minimum of a Child Development Associate credential (CDA) **or equivalent** is preferred. (An **equivalent** is a minimum of 12 college credits in early childhood education, child development, elementary education or early childhood special education)
- Experience working with young children is required.
- Blood borne Pathogen, Playground Safety, Epi-Pen and Concussion training, plus additional training required by the school district, state licensing and NAEYC guidelines must be completed within 30 days of employment. First Aid and CPR training will be provided.
- State of Michigan Licensing Background Check, along with BPS background check and fingerprinting, are required before an employee may work with children.
- A physical and TB test must be obtained, passed, and documented with physician's signature.
- Experience in HighScope curriculum preferred but not required.

START DATE: August 23, 2021

COMPENSATION: Minimum \$13.00 per hour, for first year. Salary scale dependent on experience and qualifications. After 90-day probationary period the employee is eligible for single subscriber health benefits, sick days and paid leave days. There are additional opportunities for professional development.

METHOD OF APPLICATION: Applicants, who wish to be considered for this position, must submit a letter of application and resume to Laura Tinsley, Principal of Early Learning, at LTinsley@birmingham.k12.mi.us.



AN EQUAL OPPORTUNITY EMPLOYER