

Posting Date: Wednesday, May 2, 2012

Position: White Lake Area Community Education Early Childhood Classroom Associate
Great Start Readiness Program – GSRP

Qualifications:

1. Possession of CDA required, AA in Early Childhood or higher preferred.
2. Prior early childhood classroom experience preferred.
3. The ability to work and communicate effectively with parents and young children.
4. Home visitation experience preferred, particularly with young families.
5. Knowledge of and working relationship with community service agencies.
6. Positive team and improvement oriented person.

Essential Functions:

1. Support lesson planning using research based curriculum and assessment for individual, small group, and classroom instructional activities which stimulate growth in all learning domains.
2. Support creating a safe, secure and nurturing learning environment which reinforces acceptable child behavior, attitudes and social skills.
3. Support & maintain accurate child records, observations and assessments on regular basis.
4. Promotes parent/family involvement in educational and child development activities for their children.
5. Works effectively as a member of the Early Childhood Center Team to educate children, engage families and enhance school readiness.

Applications: Submit a written letter of intent, resume of education and experience, and credentials (if not already on file) to:

Tamera Gramza, Early Childhood Coordinator
White Lake Area Community Education
541 Slocum Street
Whitehall, MI 49461

Deadline: Applications due by Friday, June 1 or until filled

Terms of Employment: Full Time - Hourly Position in grant funded program. \$9.00 per hour. Approximately 35 hours per week; school year position. Access Health coverage package, sick leave & personal time.

Approved by: _____ **Date** _____
Brian Barber, Director Community Education

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It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender or disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.