

## NOTICE OF INTENT TO EMPLOY

**POSITION:** Classroom Facilitator, Head Start – Muskegon Heights

**SUMMARY:** The Classroom Facilitator provides age and developmentally appropriate learning experiences which enhance the school readiness of assigned pre-kindergarten children, ages three and/or four. Responsible to successfully develop the emotional, physical, social, and intellectual growth of assigned children, recognizing and responding to the individual needs of each child. The Classroom Facilitator will adhere to the Head Start Performance Standards in planning and conducting daily instruction and parent engagement. Classroom Facilitators may either teach all day (typically two separate classes of children) Monday – Thursday or be responsible for all teaching and family advocacy duties for one assigned class of children.

**QUALIFICATIONS:**

1. Possession of one of the following credentials:
  - a. An associate, baccalaureate, or advanced degree in early childhood education,
  - b. An associate or higher degree in a field related to early childhood education with prior experience teaching pre-school children,
  - c. A baccalaureate or advanced degree in any field with State of Michigan early childhood teaching endorsement and prior experience teaching pre-school children.
2. Past teaching experience in pre-k environment preferred.
3. Knowledge of Head Start Performance Standards preferred.
4. The ability to work and communicate effectively with parents and young children.
5. Successful pre-employment physical exam including tuberculosis screening.

**REPORTS TO:** Early Childhood Center Coordinator

**ESSENTIAL FUNCTIONS (This Notice of Intent is not an exhaustive list of the duties performed for this position):**

1. Develops lesson plans for individual, small group, and classroom instructional activities which stimulate growth, social and motor skills of assigned children.
2. Carries out instruction and assessment in accordance to program's curriculum.
3. Creates appropriate classroom environment which reinforces acceptable child behavior, attitudes and social skills.
4. Maintains accurate child records, observations, and assessments on regular basis.
5. Promotes parent involvement and engages families in the development of family partnership goals; connects families with community services which promote self-sufficiency, addresses crises, and enhances children's school readiness.
6. Works effectively as a member of the Early Childhood Center team to educate children, engage families, enhance school readiness, and provide for a safe, secure and nurturing environment.

**STARTING DATE:** August 13, 2012; five positions being hired summer 2012.

**TERMS:** This is 43-week position, 40 hours per week.

**SALARY RANGE:** \$16.49/hour Associate's degree; \$17.86/hour Bachelor's degree+. Single coverage health benefits offered.

**APPLY TO:** Please provide letter of interest, current resume and credentials online at [www.muskegonisd.org/jobs](http://www.muskegonisd.org/jobs).

**CLOSING DATE:** Applications due by Friday, May 18, 2012 or until filled.

**POSTED:** April 13, 2012

David Sipka, Superintendent

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