



### **Notice of Intent to Employ**

**Posting Date:** June 19, 2013

**Position:** Great Start Readiness Teacher - Orchard View

**Summary:** The Great Start Readiness Teacher provides age and developmentally appropriate learning experiences with a classroom of four-year-old children resulting in their successful transition to kindergarten. To be responsible to successfully develop the emotional, physical, social, and intellectual growth of assigned children, recognizing and responding to the individual needs of each child. Conducting home visits, facilitating parent-teacher-conferences and parent engagement activities are required. The teacher will be responsible for an all-day classroom of sixteen children.

**Qualifications:**

- Possession of a valid Michigan teacher certificate and an early childhood endorsement (ZA or ZS).
- Prior Early Childhood classroom experience preferred.
- The ability to work and communicate effectively with parents and young children.
- Home visitation experience preferred, particularly with young families.
- Connects families with community services which promotes self-sufficiency, addresses crises, and enhances school readiness.
- Successful pre-employment physical exam including tuberculosis screening
- Positive team oriented person.

**Reports to:** Early Childhood Director

**Essential Functions:**

- Develops lesson plans for individual, small group, and classroom instructional activities which stimulate growth, social and motor skills of assigned children.
- Carries out instruction and assessment in accordance to program's curriculum.
- Creates appropriate classroom environment which reinforces acceptable child behavior, attitudes, and social skills.
- Maintains accurate child records, observations and assessments on a regular basis.
- Promotes parent/family involvement in educational and child development activities for their children.
- 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 2013

**Terms:** Position dependent upon receiving grant funding.  
32 hours per week. Single coverage health benefits offered.

**Salary Range:** \$18.00 an hour

**Apply To:** Please provide a letter of interest, current resume and credentials to:  
Jane Holter, Early Childhood Director, Orchard View Community Education, 1765 Ada Avenue,  
Muskegon, MI 49442 or email information to: [jane.holter@orchardview.org](mailto:jane.holter@orchardview.org)

**Closing Date:** Applications due by Friday, July 5, 2013 or until position is filled.

It is the policy of Orchard View Schools that no person shall on the basis of sex, race, color, religion, national origin, creed or ancestry, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.