

WHITE LAKE AREA COMMUNITY EDUCATION

Job Posting

Posting Date: January 24,2024

Position: White Lake Area Community Education Head Start Preschool Classroom Associate
McMillan location

Qualifications:

- Possession of High School Diploma required, CDA or higher preferred. • Must be currently enrolled in (or have completed) a CDA, Associate or Bachelor credential program.
- Prior early childhood classroom experience preferred.
- The ability to work and communicate effectively with parents & young children. • Home visitation experience preferred, particularly with young families. • Knowledge of and working relationship with community service agencies. • Positive team and improvement-oriented person.

Duties Include:

- Support lesson plans using research-based curriculum and assessment for individual, small group, and classroom instructional activities.
- Support creating a safe, secure and nurturing learning environment which reinforces acceptable child behavior, attitudes and social skills.
- Bus Associate for pick up/drop off; follow all protocol/procedures related to bussing. • Maintain accurate child records, observations and assessments on a regular basis. • Promote parent/family involvement in educational and child development activities for their children.
- Work 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 application, resume of education and experience, transcripts including credentials to: Melissa Raiche, Office Manager, White Lake Area Community Education, 541 E. Slocum Street, Whitehall, MI 49461, melissaraiche@wlace.org

Deadline: until filled

Terms of Employment: Full-time hourly position dependent on receiving grant funding. School year position, \$15.00 per hour 40 hours per week. Health Insurance (single coverage), sick leave & personal time.

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.