

**BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT**

***An Equal Opportunity Employer***

**VACANCY NOTICE**

**1 - Classroom Assistant – Thomas White Elementary School – GSRP**

*8:30 a.m. – 3:45 p.m. – 6 hours and 45 minutes per day – Monday – Thursday (Subject to change)*

**General Summary:**

Responsible for assisting the Lead Teacher and Associate Teacher in developing and implementing a program of activities that promotes the social, emotional and physical development of each child enrolled in a group in accordance with the GSRP Implementation Manual. The duties and responsibilities will be carried out under the direction of the Lead Teacher and Program Director.

**Qualification Requirements:**

1. High school diploma or GED equivalent, required.
2. Must assist in instructing social-emotional and academic readiness.
3. Must demonstrate experience and interest in working with young children, parents, and volunteers.
4. Must demonstrate a strong knowledge of appropriate practices in early childhood development including working with parents.
5. Must demonstrate success in working as a member of a team.
6. Maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
7. Must have effective and strong communication skills (orally and written).
8. Ability to develop effective working relationships with students, staff, and the school community.
9. Ability to perform duties with awareness of all district requirements and Board of Education policies.
10. A criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT), or equivalent, for a person's state of official residence, shall be completed before making an offer of employment to that person. A copy of the ICHAT shall be kept on file at the center.
11. Free from communicable tuberculosis, verified before employment.

**Physical Capabilities:**

1. Be able to lift 25-30 lbs.
2. Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety

**Application Deadline:**

**August 14<sup>th</sup>, 2017**

Must apply through PCMI Services ([www.pcmiservices.com](http://www.pcmiservices.com)) and complete applicant requirements.

**Non-Discrimination Policy**

It is the policy of the Bridgeport-Spaulding Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries or allegations of discriminatory practices within the District should be directed to: Director of Human Resources, Bridgeport-Spaulding Community School District, P.O. Box 657, Bridgeport, Michigan 48722-0657 Phone: 989-777-1770.