

BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT

P.O. Box 657 ~ Bridgeport, Michigan 48722

An Equal Opportunity Employer

VACANCY NOTICE

1 – Kindergarten Aide (Grant Funded Position) – Thomas White Elementary School

8:05 a.m. – 2:05 p.m. – 6 hours per day, Monday - Friday

General Summary:

Responsible for assisting the Teacher in developing and implementing a program of activities that promotes the social, emotional and physical development of each child. The duties and responsibilities will be carried out under the direction of the Teacher.

Qualification Requirements:

1. Must have an associate's degree, or two years study at an institution of higher learning (equal to 60 semester hours), or passing the MTTC or the ETS Parapro Assessment.
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:

September 14, 2018

Must apply through PCMI Services (www.pcmiservices.com) and complete applicant requirements.

Non-Discrimination Policy

It is the policy of the Bridgeport-Spaulling 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-Spaulling Community School District, P.O. Box 657, Bridgeport, Michigan 48722-0657 Phone: 989-777-1770.