

Elk Rapids Schools

Mill Creek Elementary



- TITLE:** Preschool Lead Teacher/Site Supervisor
- REPORTS TO:** Early Childhood/Tuition-Based Program Supervisor
- JOB FUNCTION:** The teacher shall serve as the education leader of his/her classroom.

DISTRICT DESCRIPTION: Elk Rapids Schools has approximately 1,200 students and is located in the northwest lower peninsula. Our families enjoy the benefits of living in an area thriving on tourism as most of our district surrounds beautiful lakes, trails, and recreational areas. We have about 300 school-of-choice students from outside of the district and county.

The District has preschool classrooms with additional preschools available within the community. There are two PreK-5th grade elementary schools, a 6th-8th grade middle school, one 9th-12th grade high school, and extensive alternative education opportunities. Career and technical education opportunities, as well as several Advanced Placement and Dual Enrollment college courses, are available.

DUTIES AND RESPONSIBILITIES:

- Provide caring and developmentally appropriate instruction in the 3 - 5-year-old tuition-based classroom.
- Provide childcare support services for the 3-5-year-old preschool/Kids' Club school year programs.
- Willing to sub in the morning at Kids' Club if no substitutes are available.
- Develop positive relationships with children, parents, staff, administration, and community members through effective communication.
- Curriculum planning and implementation.
- Assist in monitoring attendance rosters, child and staff files, and posted licensing rules and regulations.
- Serve as a support person for paraprofessionals working the Kids' Club program.
- Follow and adhere to the mission and vision of the preschool programming.
- Report directly to the District Tuition Program Supervisor for any and all programming needs.
- Other duties as assigned on an as-needed basis.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- Be at least 21 years of age.
- High school graduate with at least a CDA credential or 60 semester hours of college courses. Either must include and/or have an additional 18 semester hours in child development, and/or early childhood education.
- A site supervisor/program director shall have at least 2 semester hours in child care administration from an accredited college or university, or a minimum of 3.0 CEUs in child care administration or be willing to obtain it.
- Have current certification in infant, child, and adult CPR and first aid or be willing to obtain it.
- Complete 24 clock hours of annual training in professional development.
- Administer day-to-day operations including being available to address parent, child, and staff issues.
- Monitor tuition-based staff.
- Ability to work outside in all types of weather.

OTHER INFORMATION:

Deadline: April 22, 2024, or until filled

Starting Date: 2024-25 School Year

APPLICATION PROCEDURES:

Interested candidates should submit a letter of interest, current resume, transcripts, and three letters of reference via [Unified Talent](#) by going to the Elk Rapids Schools website: www.erschools.com On the main page, select “District” and then “Employment Opportunities.” Applicants may also submit hard copies of cover letter and resume to:

Joann Miracle
616 Buckley St
Elk Rapids, MI 49629
jmiracle@erschools.com

cc: Building Principals
EREA

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