

Office of Human Resources

248.203.3028 • Fax: 248.203.3037

31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: GSRP Preschool Associate Teacher

LOCATION: To be Determined

2024-25 Wage Scale -
Starting at \$16.12/hr.

SALARY: qualification dependent

POSTING DATE: August 16, 2024

DEADLINE: Until Filled

SCHEDULE: Full-time, 8:00am – 4:00pm

START DATE: August 27, 2024

GSRP PRESCHOOL ASSOCIATE TEACHER

Applications are being accepted for the position of Associate Teacher for the GSRP preschool program for Birmingham Public Schools. GSRP is a full-day program for 4 year olds. Teacher associate will work in a co-teaching model with a Lead Teacher. The hours are 8:00am-4:00pm, Monday-Friday.

JOB SUMMARY AND RESPONSIBILITIES:

- Work collaboratively as a co-teaching team to develop and maintain a safe, nurturing, and positive environment for each child.
- Follow the HighScope Curriculum.
- Collaborate to plan all classroom activities including choice time, arts, gross motor play, math and literacy games, circle time, etc.
- Interact with children to develop positive relationships, extend play experiences, enhance language development and build social emotional skills.
- Contribute ideas for the classroom and gather/prepare materials when needed.
- Act as a positive role model for children.
- Work collaboratively with students, parents and staff.
- Assess students using HighScope Child Observation Record.
- Attend all staff meetings and staff development sessions.
- Participate in home visits and parent-teacher conferences, with Lead Teacher.
- Involve families in educational and community opportunities as appropriate.
- Work one on one with students or in small groups as needed for maximum effectiveness of instruction.
- Assume responsibility in an emergency or if lead teacher is absent.
- Assist in implementing a program for positive discipline and classroom management.
- Communicate effectively with parents.
- Follow all GSRP, BPS district policies as well state licensing rules and guidelines.
- Positively and professionally represent and promote Birmingham Public Schools programs.
- Ability to lift children up to 50 pounds.
- Ability to move from a seated-to-standing position frequently and with ease.
- Other duties as assigned.

QUALIFICATIONS:

- Must be 18 years old or older.
- Minimum of one of the following:
 1. Associate's degree in early childhood or Child Development or the equivalent; OR
 2. A valid classroom CDA credential OR
 3. Working toward CDA or Associate's degree in Early Childhood or Child Development
- Experience working with young children is required.
- Blood borne Pathogen, Playground Safety, Epi-Pen and Concussion training, in addition to any other licensing training requirement, must be completed within 90 days of employment. First Aid and CPR training will be provided.
- State of Michigan Licensing Background Check, along with BPS background check and fingerprinting, are required before an employee may work with children.
- A physical and TB test must be obtained, passed, and documented with physician's signature.
- Experience in HighScope curriculum preferred but not required.

START DATE: August 27, 2024

COMPENSATION:

Based on qualifications. After probationary period the employee is eligible for single subscriber health benefits, sick days and paid leave days.

METHOD OF APPLICATION:

Interested external candidates meeting the above qualifications can complete the online application through the Oakland Human Resources Consortium website. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Positions**

Or applicants, who wish to be considered for this position, may submit a letter of application and resume to Laura Tinsley, Principal of Early Learning, at LTinsley@birmingham.k12.mi.us.

AN EQUAL OPPORTUNITY EMPLOYER

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.