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## JOB DESCRIPTION

**POSITION:** Great Start Readiness Program (GSRP) Lead Teacher

**REPORTS TO:** ECEC Principal

**EMPLOYER:** Mattawan Consolidated School

### SUMMARY:

To fully implement components of the Michigan grant-funded GSRP services to provide high quality, developmentally appropriate preschool services, which positively impact student growth and kindergarten readiness.

### QUALIFICATIONS:

- Valid Michigan teaching certificate and an Early Childhood Education (ZA) OR Early Childhood-General and Special Education (ZS) endorsement OR Bachelor's degree in early childhood education or child development with a specialization in preschool teaching.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district, and state.
- Experience with High Scope Curriculum preferred.

*Note: Consideration may be given to a candidate meeting minimal grant requirements for education. Requires placement on a compliance plan to reach qualification within a defined time frame. Support for some costs may be available through Michigan AEYC T.E.A.C.H. scholarship program.*

### RESPONSIBILITIES:

- Establish instructional programs based on scientifically based research and approved curriculum (training will be supported).
- Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
- Provide for the screening and preparation of children to fully participate in program services.
- Partner with special education staff for screening and evaluation for identified children. Support and implement strategies for children with special education services.
- Demonstrate the ability to support the social and emotional development of children.
- Provide materials, activities and opportunities that support engagement, curiosity, exploration and problem-solving appropriate to the developmental level of the children.
- Include materials and experiences in the classroom that are culturally appropriate and represent diversity.

- Design, implement, teach, model and support a positive classroom management process and positive discipline approach that includes children in decision making and problem solving for solutions, as developmentally appropriate.
- Record, maintain, and submit per schedule all required records for local education agency, VBISD, state licensing, and GSRP grant.
- Conduct and manage technology based child assessment system, using data outcomes for classroom and individual child decision making.
- Participate in team planning sessions with all project staff to ensure well-coordinated and effective delivery of services to meet program objectives.
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Partner in a professional manner with GSRP associate teacher. May require modeling, problem solving, open communication style, and notification to supervisor for concerns.
- Develop and implement a comprehensive family engagement plan to share knowledge; partner for children's learning; problem solve for child level and program level concerns; provide opportunities for parent leadership; and build a strong school to home/home to school connection.
- Participate in required GSRP county-wide and MCS staff training and meetings.
- Maintain up-to-date knowledge of current best practices in early childhood through professional development venues.
- Secure and document professional development as required by the GSRP grant, child care licensing, Great Start to Quality system, administration and professional certification required by your position.
- Work with supervisor to maintain required rating in Michigan's Great Start to Quality system.
- Advocate and promote program by keeping informed of and participating in local, state and national organizations/agencies.
- Demonstrate behavior that is professional, ethical and responsible.
- Perform other duties and responsibilities as assigned by Mattawan Consolidated Schools
- Other duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required.

#### **SAFETY AND HEALTH:**

Knowledge of universal hygiene precautions.

CPR Certified

#### **EQUIPMENT/MATERIALS HANDLED:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

#### **WORK ENVIRONMENT:**

School/Classroom setting within Mattawan Early Childhood Education Center

#### **TERMS OF EMPLOYMENT:**

Salary and work year per Mattawan Education Association collective bargaining agreement for GSRP position.