



JOB TITLE: Assistant Teacher – Early Childhood

REPORTS TO: Early Childhood Coordinator

LOCATION: Lake Ann Elementary School – Early Childhood Program

JOB FUNCTION: To assist the Lead Teacher in the classroom

CERTIFICATIONS & QUALIFICATIONS: **High School Diploma Required**
CDA Preferred

DEADLINE: July 23rd, 2018

DISTRICT DESCRIPTION: Benzie Central Schools serves over 1,400 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. There are six villages in the district which is also convenient to the cities of Traverse City, Manistee, and Frankfort. The early childhood program operated by the district is housed at Lake Ann Elementary and services students ages 3-5 through Headstart, Great Start Readiness, and tuition based programming. Benzie Central has 3 elementary schools serving grades K-5 and a middle / high school serving grades 6-12. There is also an alternative / virtual high school situated near the high school campus and a former elementary school currently housing a pre-school program hosted by a regional community agency.

DUTIES AND RESPONSIBILITIES

- Assist teacher in planning and execution of daily lessons, adjusting as individual needs of students require
- Use relevant technology to support and differentiate instruction
- Establish classroom structures that value positive relationships through intentional implementation of the district curriculum
- Support non-academic needs through the student support network district system in order to remove barriers that may interfere with academic success
- Participate in department, school, district, and parent meetings as needed
- Adhere to requirements of the Licensing and Regulatory Affairs (LARA) for child care centers and assist in ensuring full compliance with all rules and regulations governing child care.

ADDITIONAL QUALIFICATIONS:

- *The ability to prioritize student learning needs over obstacles and barriers that can stand in the way of necessary change*
- *The strong desire to achieve outstanding results in a short amount of time*
- *The strong desire and ability to build meaningful, caring relationships with students*



- *The ability to collaboratively create and execute clear, logical instructional plans that produce strong results in student learning and development*
- *The ability to seek out knowledgeable peers, coaches, and administrators for support in a constant quest to deliver the vision of high-quality instruction and learning in every class, every day*

Interested applicants should submit an application online at <http://www.tbaisd.org/services/human-resources/employment-opportunities/>.