BENZIE CENTRAL SCHOOLS

JOB TITLE: Early Childhood Aide

LOCATION: Lake Ann Elementary School

REPORTS TO: Early Childhood Coordinator

JOB FUNCTION: Assist the Lead Teacher in all classroom functions

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. The Early Childhood program is housed in Lake Ann Elementary consisting of programs serving 3 and 4 year olds in partnership with GSRP and Head Start. There are six villages in the district which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle / high school serving grades 6-12, and an alternative high school

DUTIES AND RESPONSIBILITIES

- Maintain focus on the developmental needs of our youngest learners and utilize best practices grounded in research regarding how these students learn best.
- Assist teacher in execution of lesson plans designed to promote best practices for our youngest learners
- Use relevant technology to support and differentiate instruction
- Support non-academic needs through the student support network district system in order to remove barriers that may interfere with academic success
- Encourage and monitor the progress of individual students and utilize information gleaned to adjust teaching strategies
- Assist in the maintenance of accurate and complete records of student progress and development, updating as required by law, district policy, and school regulations
- Participate in department, school, district, and parent meetings
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and needs
- Abide by and maintain compliance with all requirements of LARA (Licensing and Regulatory Affairs)

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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 skill and willingness to leverage student support systems to ensure that the social, emotional, nutritional, and health needs of ALL students are addressed*
- *The capacity to respond to the individual academic and non-academic needs of students*
- *The ability to seek out knowledgeable peers, coaches, and administrators for instructional support in a constant quest to deliver the vision of high-quality early childhood instruction.*

PROFESSIONAL QUALIFICATIONS:

- **High School Diploma Required**
- **CDA Preferred**

Interested applicants should submit an application online and attach materials including a resume and cover letter at http://www.tbaisd.org/services/human-resources/employment-opportunities/.

SALARY RANGE: **$12.00 - $15.00 per hour**

BENEFITS: **Medical / Dental / Vision Available**

APPLICATION DEADLINE – Until Filled

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