



Benzie County Central Schools

JOB TITLE: Early Childhood Assistant Teacher(s)

LOCATION: Homestead Hills Elementary

REPORTS TO: Early Childhood Director

JOB FUNCTION: Assist the Lead Teacher in all camp/classroom functions

DISTRICT DESCRIPTION: Benzie Central Schools serves over 1,200 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. The Early Childhood program consists of programs serving 3 and 4-year olds. 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 setting 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:

Required:

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

Interested applicants should submit an application online and attach materials including a resume and cover letter at cogerm@benzieschools.net or apply at <https://northwested.tedk12.com/hire/index.aspx>

SALARY RANGE: **\$15.00-\$18.00 per hour (Depending on certifications and credentials)**

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

APPLICATION DEADLINE – Until Filled