

## WAVERLY COMMUNITY SCHOOLS

### Position Announcement

<b>Job Title:</b>	<b>GSRP Third Assistant Para Educator</b>		
<b>Location:</b>	Colt Early Childhood Ed Center	<b>Start Date:</b>	ASAP
<b>Salary Range/ Level:</b>	Class II per WESPA Master Agreement	<b>Terms of Employment</b>	2023-24 School Year
<b>Date Posted:</b>	November 16, 2023	<b>Application Deadline:</b>	Until Filled
<b>ALL Applicants:</b>	A COMPLETED ONLINE APPLICATION IS <b>REQUIRED</b> . See application instructions at: <a href="#">GSRP Third Assistant Para Educator 2023</a>		

#### Job Description

##### Job Summary

The GSRP Third Assistant will work with the lead teacher and associate teacher to provide continuous care and support to our preschool students. The GSRP assistant will be responsible for caring and engaging with children age 3-4 years in authentic learning experiences through play. Assistants may work in more than one classroom.

##### Essential Job Functions:

1. Ability to work in cooperative and collegial manner with GSRP Lead Teacher.
2. Yearly CPR/AED and first aid certification and TB test.
3. Attend and engage in continuous professional development as needed and appropriate
4. Engage in activities with children at their physical level.
5. Create an overall supportive, nurturing, strength-based atmosphere.
6. Maintain student confidentiality.
7. Be flexible in working in different classrooms.
8. Supervise children during classroom activities and outdoor periods on the playground.
9. Constantly monitor and evaluate the safety of all children
10. Other duties as assigned

##### QUALIFICATIONS

##### **Education and Experience:**

- Must comply with Michigan Revised School Code criminal background check requirements.
- Must have a high school diploma or GED.

##### **Preferred Qualifications:**

- Prior experience working with preschool-age children preferred.
- A Child Development Associate Credential (CDA) or an Associate Degree in Early Childhood Education

##### **Knowledge, Skills and Abilities:**

- Must have regular and reliable job attendance.
- Have the ability to communicate with children, families, GSRP Program Manager and other program staff.
- Must have the ability to lift up to 50 pounds.
- Must be able to take direction from the lead teacher.
- Ability to follow a specific time schedule.
- Use positive discipline techniques when supervising children and follow discipline policy.
- Ability to work in a team-oriented environment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

### **Notice of Non-discrimination**

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***