



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2324-54

**NOTICE OF
VACANCY**

Title: Associate Teacher, Great Start Readiness Program

Start date: August 19, 2024

Classification/FLSA: Non-exempt, Non-union

Duration: Full-time school year - 179 days, 7.5 hours per day

Reports to: Assistant Superintendent of Instructional Services

Location: Reed City

Position Summary: The GSRP Associate Teacher works collaboratively under the direction of the Lead Teacher, and with the Great Start Readiness team, to provide a quality educational program for preschool children by supporting the classroom teacher in planning, assessing, and instructing students. The position includes assisting the classroom teacher in maintaining required records to ensure grant compliance and meet licensing guidelines.

Professional Requirements / Education and Experience

- Minimum high school diploma; CDA preferred.
- Experience working with young children in an educational or childcare setting.
- Understanding of child development principles and early childhood education best practices.
- Strong communication and interpersonal skills to effectively interact with students, parents/families and teachers.
- Patience, flexibility, and a genuine love for working with young children.
- Ability to work collaboratively as part of a team.
- Must meet child daycare licensing requirements, including CPR and First Aid certification (or willingness to obtain) negative TB test.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Be a good speech model and demonstrate correct grammar - both written and spoken.
- Supervise children during indoor and outdoor activities, ensuring their safety and engagement.
- Demonstrate patience with students, assist them in problem-solving and support them as they learn self-help skills.
- Engage with children in a warm, caring, and responsive manner; support the development of social, emotional, and cognitive skills through play and structured activities.
- Demonstrate patience in dealing with students, assisting them with problem-solving and support them as they learn self-help skills.
- Assist with personal care tasks as needed, including toileting, diapering, hand washing, and mealtime routines.
- Follow all school policies and procedures related to health, safety, and emergency protocols.
- Communicate effectively with the lead teacher regarding observations related to student progress, concerns, and classroom needs.
- Assist lead teacher with monitoring behavior and supporting the educational process in the classroom, including implementing lesson plans, activities, and classroom management strategies.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Observe and accurately document relevant data to assess program and student success.
- Able to work flexible hours as needed for family involvement activities, including home visits, recruitment events, open house
- Participate in staff meetings, training sessions, and professional development opportunities.
- Assume responsibility to transport self to assigned worksites and maintain regular, reliable and prompt attendance.
- Other duties as assigned by Assistant Superintendent of Instructional Services or designee.

Compensation: \$13.87 hourly + annual merit bonus

Benefits: Medical, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave, paid holidays; Opportunities for internal advancement, professional development and tuition reimbursement available.

Posting date: 06/12/2024

Application deadline: 06/26/2024 or until filled

Please submit cover letter, resumé and references, and applicable transcripts to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

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