Assistant GSRP Preschool Teacher

The Children’s Place Learning Center (a NAEYC Accredited center) is seeking an Assistant Teacher for the preschool room. Successful candidate should have experience and/or education in the early childhood education field.

**Major Duties**

- Assist children with daily scheduled activities such as meal times, clean up, outdoor play, and nap time.
- Implement daily lesson plans and activities as described by the Head Teacher.
- Assist in planning appropriate activities for children.
- Assist in potty training in alignment with methods consistent with center policies and parental direction.
- Be aware of and follow the Children’s Place Learning Center’s policies and procedures and the appropriate guidelines established by the Department of Human Services, Division of Adult and Child Care Licensing.
- Participate in continuing training and professional development. Attend staff meetings. A minimum of 24 clock hours of training is required throughout the year.
- Maintains routine and operation of classroom in Head Teacher’s absence.

**Minimum Qualifications**

An associate’s degree in early childhood education or child development or the equivalent; or
A valid classroom CDA credential;

**Preferred Qualifications**

- Bachelor’s degree in Education or related field
- Experience in early childhood education programs
- NAEYC Accreditation experience

**Required upon hire**

- Physical and TB test
- Criminal History Background Check
- CPR/First Aid training

The Children’s Place Learning Center is located on Western Michigan University’s campus.

Our website is [www.wmich.edu/childcare](http://www.wmich.edu/childcare)

Please submit a cover letter and resume to Kathy Gilbert, Director at Kathy.gilbert@wmich.edu

This is an immediate opening.