

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Lead Teacher - Great Start to Readiness Program
Location:	Big Rapids (Main Campus)
Department:	51500 - Early Learning Center
Advertised Salary:	\$38,000 (Includes a comprehensive benefit package including, sick, vacation, and holiday pay as well as medical insurance, and retirement opportunities).
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	10 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Oversee all areas of teaching, supervision, and management of assigned classroom. Ensure classroom operations meet all Early Learning Center and Great Start to Readiness Program (GSRP) regulations, policies, and procedures. Responsible to maintain all areas of the program's curriculum plan, including but not limited, lesson planning, assessment procedures, and individual plans for each child in assigned group. Ability to lead, mentor, and evaluate assigned staff and communicate effectively with diverse populations including children, families, academic students, faculty, staff, and parents. This is a 10-month term of position (August-May).
Position Type:	Staff
Required Education:	Bachelor's Degree in Early Childhood Education or closely related field as defined in the State of Michigan Licensing Regulations for Child Care Centers R. 400.8122. or the equivalency as detailed in the State of Michigan Licensing

	Regulations for Child Care Centers R. 400.8122 (6) by time of appointment.
Required Work Experience:	<p>Three years' work experience working in a structured early childhood environment.</p> <p>Ability to demonstrate excellent oral and written communication skills.</p> <p>Demonstrate proficiency in managing challenging and/or stressful situations.</p>
Required Licenses and Certifications:	Current First-aid and CPR (child and adult) or ability to obtain by time of appointment.
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Inclement Weather • Moving • Reaching • Sitting • Twisting • Balancing • Lifting • Pulling/Pushing • Repetitive Movement • Standing • Carry and lift objects as well as children weighing up to 40 pounds. • Stand, walk and maintain a high level of physical activity throughout the day.
Additional Education/Experiences to be Considered:	<p>Previous work experience in a state and/or federally funded early childhood program.</p> <p>Prior supervisory and/or coaching experience in a childcare program.</p> <p>Prior experience with High Scope curriculum.</p>
Essential Duties/Responsibilities:	Ensure all Center and GSRP regulations are upheld in all areas of classroom operations.

	<p>Coordinate, monitor, and report parent involvement and in-kind contributions.</p> <p>Lead the development and implementation of an anti-biased and culturally sensitive curriculum based in NAEYC "best practices".</p> <p>Coordinate remote learning experiences for children and families as needed.</p> <p>Coordinate assessment practices including observation, anecdotal notes, screening, child portfolios, outcomes and goals.</p> <p>Coordinate family engagement for assigned classroom such as special events, Brightwheel parent communication tool, newsletters, zoom meetings, etc.</p> <p>Develop and coordinate plans with Family Support Specialist, families, and outside agencies to support children with special needs.</p> <p>Prepare and implement a minimum of 2 home visits, and 2 parent conferences each academic year.</p> <p>Assist in the selection of classroom personnel.</p> <p>Supervise, train, coach, and evaluate assigned classroom personnel.</p> <p>Work with administrators in preparation of program assessment, grant activities, accreditation and quality review procedures.</p> <p>Responsible for maintaining the confidentiality of designated information.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>Maintain updated MiRegistry membership</p>
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	<p>Any other duties assigned within the position classification area.</p> <p>Reports directly to program Manager.</p>
Marginal Duties/Responsibilities:	<p>Maintain positive working relationships with academic programs participating in center activities by providing observation opportunities.</p> <p>Represent Center and University at committee and/or community functions as needed.</p>
Skills and Abilities:	<p>Coordinate developmentally appropriate lesson plans for assigned classroom and children.</p> <p>Demonstrate proficiency in managing challenging and/or stressful situations.</p> <p>Ability to lead a team-focused environment making sound decisions and judgements.</p> <p>Demonstrate excellent oral and written communication skills</p> <p>Maintain excellent attendance and timeliness in meeting deadlines.</p> <p>Demonstrated commitment to providing a diverse, inclusive, and culturally sensitive program.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript • Teaching Philosophy
Optional Documents:	
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's Degree in Early Childhood Education or closely related field as defined in the State of Michigan Licensing Regulations for Child Care Centers R. 400.8122. or the equivalency as detailed in the State of Michigan Licensing Regulations for Child Care Centers R. 400.8122 (6) by time of appointment.</p>

	Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.
Initial Application Review Date:	November 11, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>