

Lead Instructor- Sault Ste. Marie Cooperative Preschool Inc.

1606 Seymour Ave., Sault Ste. Marie, MI, 49783

SSM Cooperative Preschool Inc. is accepting applications for a Lead Instructor for our GSRP classroom. Email your resume, cover letter and references to saultcooperative@gmail.com or mail it to Sault Cooperative Preschool P.O. Box 205, Sault Ste. Marie, MI 49783.

We are looking for candidates who are dedicated and passionate about the growth and development of our students.

Minimum Qualifications:

- Bachelor's Degree or higher in Early Childhood Development or willingness to obtain within 3 years of hire. There may be an opportunity for support from the preschool for the right candidate.
- The Lead Instructor must meet the health requirements of the State of Michigan Department of Human Services Bureau of Child and Adult Licensing Childcare Licensing Rules (R 400.8128).
- Must undergo a comprehensive background check that includes fingerprints in compliance with the State of Michigan Department of Consumer and Industry Services, Bureau of Regulatory Services, Division of Child Care Licensing.
- Will require CPR and first aid certification prior to start date. The preschool will support applicants without current certification to gain requisite training.

Responsibilities will include, but are not limited to:

- Compliance with all licensing rules, regulations, and other center staff in conjunction with the Sault Cooperative Preschool administrators.
- Overseeing the overall daily functioning of the classroom to provide a safe, healthy, and organized learning environment.
- Interacting with children to promote language, social, emotional, large and fine motor skills.
- Provide direction and supervision for assistant instructors assigned to the center and participate directly in their job performance evaluations with the preschool administrators. Assist in the day-to-day training of assistant instructors.
- Implementation of approved curriculum with fidelity.
- Communicating with parents on a regular basis.
- Record lesson plans and make them available to parents at any time.
- Ensure that lesson plans reflect language, social, emotional, large and fine motor growth.
- Set-up, carry out, and clean up all lesson plans with assistance from other staff members
- Conduct ongoing child screening and assessment activities with accuracy and timeliness and analyze results to use for lesson planning
- Attend pertinent staff meetings, IEPs, and other in-service training sessions at the request of the supervisor
- All other duties as assigned by the Sault Cooperative Preschool Administration.