

# NEGAUNEE PUBLIC SCHOOLS

101 S. Pioneer Avenue  
Negaunee, MI 49866

## VACANCIES

Date: June 12, 2024  
Classification: Instructional Aide  
Rate of Pay: According to MESPA Agreement, Article 19  
Location: Mini Miners Learning Center  
Position: Preschool Instructional Aide (2 positions), full-time  
Hours: Monday through Friday, 7h 15m/day, 8 a.m. - 3:45 p.m.

### Minimum Qualifications:

- Educational requirements include High School Diploma, or equivalent.
- A minimum of a CDA credential is required within 3 years of hire.
- Six months of experience in a classroom setting, or the equivalent, is required.
- Ability to obtain First Aid and CPR certification is required.
- Basic knowledge of early childhood development, and the ability to follow related practices and techniques of fostering social, cognitive, motor, and emotional development.
- Basic knowledge of the practices used in maintaining a clean and sanitary classroom environment, and in the safe handling of food.
- Assistance with basic custodial duties on non-custodial days.
- Skill in effectively communicating ideas and concepts.
- Skill in leading classroom activities and in managing the classroom.
- Skill in observing and documenting student behaviors and performance.
- Ability to follow and implement individual work plans to achieve developmental goals.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with students, parents, and other employees.

\*See attached Job Description/Responsibilities for more information.

Individuals interested should submit a letter of interest and resume to Superintendent Dan Skewis by 8:00 a.m. on June 21, 2024 to:

Negaunee Public Schools                      or                      [dan.skewis@negauneeschools.org](mailto:dan.skewis@negauneeschools.org)  
101 S. Pioneer Avenue  
Negaunee, MI 49866

### NOTICE

It is the policy of the Negaunee Public School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools  
101 S Pioneer Ave  
Negaunee MI 49866  
(906) 475-4156

## **Preschool Instructional Aide Job Description/Responsibilities**

### **General Summary:**

Under the direct supervision of the GSRP Lead Teacher or Associate Preschool Teacher, the preschool instructional aide is responsible for providing responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with GSRP preschool standards. This position works under the direction of the Teacher, to provide responsive and effective teacher-child interactions. As a front line representative of Mini Miners Learning Center, this position holder is required to ensure the safety and security of children and families that he/she comes in contact with and represent the agency values and mission.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Monitors students and assists in the entire range of classroom activities, including large and small group time, mealtime, language activities, music, drama, work time and other learning activities. Encourages and motivates students to take part in activities.
- Assists GSRP Teacher or 3yo/4yo Preschool Teacher with lesson planning, leads classroom activities, and oversees the classroom in the Teacher's absence as directed.
- Assists children with personal tasks including arriving and getting settled, packing backpacks, using the bathroom, personal hygiene, and mealtime.
- Assists GSRP Teacher or 3yo/4yo Preschool Teacher in collecting and documenting daily observations and compiling formal assessments of each child's classroom behaviors, health needs, and other developmental benchmarks.
- Assists with classroom set-up, take-down clean-up and general housekeeping duties. Monitors classroom environment and student behaviors and interactions to ensure safety.
- Assists GSRP Teacher or 3yo/4yo Preschool Teacher with attendance reports or food count reports as necessary, and completes other paperwork as directed.
- Assists GSRP Teacher or 3yo/4yo Preschool Teacher with home visits.
- Attends staff meetings, parent meetings, and other activities as appropriate. Assists with Parent/teacher conferences and other special events as requested.
- Performs other duties as required.