



Preschool Instructor (Part-time)

[Recreation Department](#)

Posting Date
July 16, 2021

\$ 14.50 - \$16.00/hour

Negotiable within range-based on qualifications

Closing Date
Open Until Filled

This position works as the Lead Preschool Instructor at the [Rainbow Preschool](#) located inside the Troy Community Center. Preschool Instructors develop the social and communication skills of children and provide a safe and secure environment in which the child can learn. They build and maintain relationships with parents/guardians to further support the students. Preschool Instructors record observations and summarize the children's achievements. They focus on optimum child development and preparation for a successful transition to primary school education.

DUTIES

- Plan and implement curriculum for preschool students (3 – 5 years old).
- Coordinate supplies needed for programs.
- Attend to children's basic needs.
- Assure a healthy, safe, clean, and developmentally appropriate environment for children.
- Read to children, teach basic educational concepts, establish and enforce rules for behavior. Create and update learning portfolios for each child.
- Observe and evaluate children's performance, behavior, and social development.
- Regularly communicate with students, parents, the Preschool Coordinator and other staff.
- Attend required staff meetings and professional development opportunities.
- Perform other duties as needed.

REQUIREMENTS

- Must meet one of the following qualifications of a lead caregiver as stated by State of Michigan Licensing Rules:
 - Bachelor Degree or higher in Early Child Education, Child Development or a child-related field
 - Associate Degree in Early Childhood Education or Child Development.
 - Montessori Credential with 480 hours experience.
 - Child Development Associate Credential with 480 hours experience.
 - High School Diploma/GED with 12 semester hours in child-related field and 960 hours experience.
 - High School Diploma/GED with a combination of 12 semester hours in child-related field and/or 18 CEUs, or 1920 hours experience.
- Applicants must submit proof of degree and/or official transcript showing degree, credential or hours verifying educational attainment.
- Must be CPR and First Aid Certified within 90 days of hire.
- Ability to effectively plan, organize and implement educational activities.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude.
- Proficient in Microsoft Office Suite to create lesson plans.
- Able to lift and carry up to 25 pounds.
- Must be able to manage confidential information.
- As a condition of employment, the successful candidate must pass a pre-employment physical and drug screen (including marijuana) and be found eligible through a federal law that requires a comprehensive background check that is completed through fingerprinting.

PREFERENCES

- CPR and First Aid Certified at time of application

HOURS

Approximately 24 hours per week September - May. Work times vary between 8:30 AM – 3:30 PM Monday – Friday. Limited summer hours July - August.

APPLY

Applications are available online at www.troymi.gov/jobopenings.