



Job Announcement

The Board of the MTU Preschool is seeking a new Co-Director/Teacher to start in the Fall term of 2010. This part time position will teach the 4's MWF classes.

The successful applicant will meet State requirements for the position (see http://www.michigan.gov/documents/dhs/BCAL-PUB-0008_241660_7.pdf Section R 400.5103 Program director qualifications; responsibilities) and will share director responsibilities with the existing co-director (see Teacher/Director Job Description). The preschool school operates two 15 week semesters each year, and provides a high quality preschool experience for 3 and 4 year old children. MTU Preschool is operated by MTU Preschool Inc., a non-profit organization.

To apply please send a cover letter, resume and arrange for three letters of recommendation to be sent to Christopher Hohnholt, MTU Preschool Board President, 2001 Woodmar Drive, Houghton, Michigan 49931. If you have any questions about this position, please email Preschool Registrar Amy Schrank, ajschran@mtu.edu. Applications received before March 19 will receive full consideration.



CO-DIRECTOR(S) JOB DESCRIPTION
March 2010

1. Use knowledge of child development to plan enrichment activities (lesson plans) and coordinate a daily schedule to meet the needs of each class. Coordinate plans with the teacher's aide, and plan daily activities in accordance with Licensing Rules for Childcare Centers and under guidance of the State of Michigan Early Childhood Standards of Quality for Pre-kindergarten.

Licensing Rules for Childcare Centers

http://www.michigan.gov/dhs/0,1607,7-124-5455_49572_50051---,00.html

State of Michigan Early Childhood Standards of Quality for Pre-kindergarten

http://www.michigan.gov/mde/0,1607,7-140-6530_6809-103343--.,00.html

2. Responsible for all licensing requirements: seeing that license is current, current fire inspection information filed, all Health and Immunization records up-to-date and sent to Health Department by October 1, all forms complete with both parent signatures (by second week of semester), read and be familiar with Licensing Handbook (provided).
3. Order art supplies as needed. This is usually done each Spring for the coming school year. Additional supplies for the classroom and copying machine must be purchased as needed.
4. Responsible for all correspondence with parents including scheduling, field trips, current school activities, art supplies needed (home throw-aways), snack supplies needed etc. Must know how to use the copy machine.
5. Responsible for room arrangement. Move furniture, with assistant, when room needs to be cleared for Daniell Heights events and during vacation periods.
6. Responsible for facilitating fund-raisers with Board and parents.
7. Plan field trips.
8. Change toys and books in Preschool play areas to reflect developmentally appropriate curriculum.
9. Become familiar with all supplies available: office, large cabinet, storage boxes and outside shed.
10. Pick up, sort and distribute mail. Mail is delivered to the Daniell Heights office.

11. Be present at all parents' meetings and when requested at Board meetings.
12. Have open dialogue with parents concerning their child's progress as needed.
13. Send home class lists (provided by registrar) each term with children's and parent's names and phone numbers.

DAILY RESPONSIBILITIES

Greet children and help with clothing.

Greet parents in a friendly and professional manner.

Have table activities ready and presented to students in an age appropriate academic level.

Ensure all art projects are ready and presented to students in age appropriate academic level.

Help with toy pick up at the end of free play time.

Help with dressing before playground time.

Monitor students during inside and outside activities.

SUGGESTED YEARLY EVENTS: Holiday programs, Art Show/Open House, Stuffed Animal Day, Class Photographs.