



*Adrian College*

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<b>Position Title:</b>	<b>Assistant Teacher for Infant/Toddler Center</b>
<b>Purpose of Position:</b>	Assist in a child care classroom in order to ensure quality care of children
<b>Classification:</b>	Staff
<b>Education:</b>	Associate's Degree preferred
<b>Supervision Received:</b>	General supervision; reports to the Baby Bulldog Center Director and the Lead Teacher
<b>Supervision Exercised:</b>	Oversees activities of student employees
<b>Work Schedule:</b>	Part-time; Monday –Friday
<b>FLSA Classification:</b>	Hourly

**Example of Duties:**

This position involves caring for children between ages 0 and 36 months in accordance with state licensing and credentialing requirements. The successful candidate will:

- Provide child care in a classroom setting
- Develop and foster strong relationships with children and families
- Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling
- Observe and evaluate children's performance, behavior, social development, and physical health
- Enforce rules for behavior, and procedures for maintaining order
- Maintain licensing and professional conduct standards consistent with the National Association for the Education of Young Children (NAEYC) and State of Michigan regulations

**Minimum requirements:**

- Associate degree preferred
- Six months to one year of experience in providing childcare and program development in the State of Michigan
- Early Childhood General and Special Education (ZS) endorsement
- First Aid and infant/child/adult CPR Certification
- Must be able to perform duties within the normal bounds of a classroom environment including interacting with, playing with, lifting and carrying infants or toddlers for the majority of the day

The requirements listed above are representative of the knowledge, skill, and/or ability required.

**Desired Qualifications:**

Education with a focus on Early Childhood Education, Child Development or a related field is preferred; previous experience opening a new child care center is also preferred. Preference will be given to individuals with an Early Childhood ZS (General and Special Education) certification. The successful candidate will show initiative and will be organized, punctual, and have a demonstrated ability to prioritize and work independently.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

**Interested individuals should submit a cover letter, resume, and the contact information for three references to MacKenzie Gutt at [mgutt@adrian.edu](mailto:mgutt@adrian.edu) and Michele Stansley at [mstansley@adrian.edu](mailto:mstansley@adrian.edu)**