



# Mason Consolidated Schools

2400 Mason Eagles Drive Erie, MI 48133

Andrew Shaw, Superintendent

PHONE: 734.848.9304 FAX: 734.848.3975

www.eriamason.k12.mi.us

## INTERNAL/EXTERNAL POSTING

- Posting Date:** June 22, 2020
- Position:** Pre-K Aide
- Location:** Central Elementary
- Reports to:** Building Principal
- Wages:** In accordance with the paraprofessionals' agreement
- Work Hours/Days:** 2020-2021 School year Full-Day session available August 2020. 167.5 days Monday-Thursday 9:15 am – 5:00 pm; Fridays 8:00 am – 12:00 pm. Work schedule based on ISD GSRP calendar requirements.
- Deadline to Apply:** Until Filled
- Responsibilities:**
- Assist teacher in carrying out the goals, policies and activities designed to implement educational objectives and performance standards.
  - Maintain accurate records on all children assigned to the program
  - Assist teacher in developing materials and providing activities related to the cultural background of the children and families served.
  - Help supervise at mealtime, eating with the children to encourage good nutrition and proper social skills.
  - Takes charge of the class in the teacher's absence.
  - Assist teacher in home program implementation.
  - Exhibit flexibility and patience when dealing with staff and students.
  - Exhibit ability to work independently within guidelines established by the teacher and administration.
  - Maintain confidentiality of information pertaining to students and program.
  - Demonstrate warmth, concern, care and enthusiasm, as well as a genuine interest in students.
  - Ability to lift at least 50 pounds, waist high
  - Must have valid driver's license and reliable, daily transportation.
  - Carry out all other responsibilities that may be assigned by the Director
- Qualifications:**
- Education:**  
Associates Degree (AA) in Early Childhood Education or Child Development or the equivalent; or a valid classroom CDA credential; or an existing 120 clock-hour approval letter from the Michigan Department of Education.
- Experience:**  
Previous experience as a teacher aide for preschool age children preferred  
Knowledge of the purpose of the Head Start Program  
Knowledge of local resources, customs and languages helpful
- Skills/Other:**  
Ability to read and comprehend simple instructions and memos  
Demonstrated ability to work successfully with preschool students

*It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304. APPROVED AUGUST 18, 2003*



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Good verbal, math and grammar skills  
Ability to work with typically developing children and children with disabilities  
Ability to apply common sense understanding to carry out instructions

**Criminal History:** All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$43.25 is the responsibility of the employee. Childcare Background Check through the State of Michigan Department of Licensing and Regulatory Affairs post job offer and prior to employment.

**Health Requirements:** Physical Exam and TB Test, post job offer and prior to hire; cost is the responsibility of the applicant.

**Working Conditions:**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to bend at the neck more than the average person. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from will regularly sit, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing the duties of this job the employee will occasionally hear conversation in a quiet and/or noisy environment.

**Work Environment:** The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud and is a standard acceptable level for this environment. The employee must work with public and other staff, continuously meeting multiple demands from several people. The employee may be responsible for the safety and well- being of students.

**Method of Application:** Letter indicating interest in the position, proof of credentials  
District application (available at [www.eriemason.k12.mi.us](http://www.eriemason.k12.mi.us)), resume

**Send information to:** Beth Sherman, HR Specialist  
Mason Consolidated Schools  
2400 Mason Eagles Drive  
Erie, MI 48133  
[sherman@eriemason.k12.mi.us](mailto:sherman@eriemason.k12.mi.us)