



Job Posting Request Form

Company Name

Shining Star Pre-school, LLC

Position Title

ECE Lead Teacher

Job Description

This is a small overview of a job description for an Early Childhood Lead Teacher at Shining Star Pre-school. Please contact mselaine.shiningstar@gmail.com for a more in-depth job description.

The ideal candidate will be affectionate, caring, compassionate and soft-spoken. Someone who uses positive encouraging words and loves what they do.

In our play-based program we teach children ages 2.5 through 5. We currently use High Scope curriculum.

Some duties include: taking care of every child by following all licensing guidelines and implementing all company standards.

Creates and carries out lesson plans. Documents observations for Parent Teacher conferences. Maintains a clean, organized, interactive classroom.

Attend staff meetings and training sessions as required.

Helps with meal and snack preparation, feeding children, having conversations and modeling table manners during family style meals.

Performs other related duties as needed or required by Licensing or programming.

Job requirements:

Must be at least 18 years of age. Must be able to pass a fingerprinting background check and not be

on the state's offenders registry. Must have a TB test.

Must meet state and/or accreditation requirements for education and experience.

Earned a High school diploma or equivalent and hold a degree in Early Childhood Education or Child Development.

Certifications in CPR and First aid.
Experience working in a licensed early childhood program.

Have some flexibility toward hours and the work schedule. Currently this position is M-F 7:30am to 1:30 pm. Occasionally there are additional hours available which may include an earlier start time.

Contact Name

Elaine White

Contact Phone Number

(586) 731-3344

Contact Email

mselaine.shiningstar@gmail.com

What type of job is this?

Part Time

Position Opening Date

Wednesday, October 14, 2020

Position Closing Date

Friday, November 6, 2020

Compensation

\$15-18 per hour based on experience

Does your job posting relate to one of RU's majors? If so, please notify the department chair for this major. (select all that may apply)

Early Childhood (School of Education)