Developing K.I.D.S
(Developing Kingdoms In Different Stages)
Job Description

Position/Role: Preschool Assistant Teacher
Hour: Full-time (salary or hourly)
Pay Rate: $17/hr. - $21/hr
Reports to: Director of Youth Development & Family Engagement Programs

Organization Description:

Developing Kingdoms In Different Stages (Developing K.I.D.S.) is a non-profit organization dedicated to empowering communities through Youth Development, Family Engagement, Workforce Development, and Community Support. We aim to nurture leadership within each community we serve, fostering strong connections among families and individuals to build thriving communities.

Over the past five years, Developing K.I.D.S. has experienced significant growth, doubling its impact and expanding its team. Now fully operating in our new home, we are focused on deepening our impact through operational growth and long-term sustainability.

General Description of Position:

The Preschool Assistant Teacher will support the Lead Teacher in implementing a high-quality preschool classroom experience for four-year-old children, following the standards set by Michigan's Great Start Readiness Program. The ideal candidate will build nurturing relationships with children, actively participate in learning activities, and promote a safe and welcoming classroom environment. The Assistant Teacher will assist in delivering the HighScope Curriculum, support classroom routines, and help monitor child development using observational assessments. This role requires a team mindset, strong communication skills, and a deep commitment to early childhood development. All staff must uphold high moral standards and reflect the values of Developing K.I.D.S. in all interactions with youth, families, and the community.

Specific Duties:

- Collaborate with the Lead Teacher to plan and implement daily activities based on the HighScope Curriculum
- Support and guide children during free play, small group, and whole group learning times
- Assist in conducting child observations and contribute to COR Advantage assessments
- Help manage classroom organization, setup, and transitions throughout the day
- Maintain a warm, inclusive, and safe classroom atmosphere that promotes learning and exploration
- Model and encourage positive social-emotional skills through redirection, support, and active engagement

Developing K.I.D.S. *is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, gender, sexual identity, or military or veteran status in accordance with federal law. In addition,* ***Developing K.I.D.S.*** *complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities.* ***Developing K.I.D.S.*** *also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.*

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- Assist with the preparation and distribution of snacks and meals in accordance with daily routines
- Participate in home visits, parent-teacher conferences, and family engagement activities
- Maintain cleanliness and order of classroom space and materials
- Attend all GSRP-required professional development sessions and team meetings
- Communicate respectfully and professionally with children, families, staff, and volunteers
- Assist with documentation and paperwork as needed under the direction of the Lead Teacher
- Perform other duties as assigned in alignment with program and organizational goals

Characteristics/Skills/Qualifications

- High School Diploma or GED required; coursework or training in early childhood education preferred
- Associate's Degree or higher in Early Childhood Education or Child Development OR Valid Child Development Associate (CDA) credential with a plan to obtain an Associate's or higher
- Minimum of 1 year of experience working in a licensed early childhood education setting
- Enthusiastic, compassionate, and patient when working with young children
- Strong teamwork and communication skills
- Ability to take initiative, follow directions, and contribute to classroom goals
- Comfortable using basic technology for recordkeeping and child observation
- CPR/First Aid certification (or willingness to obtain)
- **Must pass a criminal background check and child abuse/neglect clearance**

Benefits:

- Paid Personal Time off (PTO is 12 days/yr. first 3 years of employment, then increases)
- Paid holidays (11)
- Direct Deposit
- Wellness budget for self-care
- Paid professional development opportunities
- Employer-contributing retirement plan
- Paid parental leave
- Health benefits (employer paying 50% medical and 100% dental and vision)
- Phone stipends
- Team retreats
- Employee recognition for anniversaries and birthdays

Interested candidates should send a ***resume and cover letter*** outlining their experience and qualifications to hellohr@developingkids.org. Please indicate the position, **Assistant Teacher**, in the subject line.

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