



PROGRAM ASSISTANT - WOODCLIFF

Qualifications:

- Experience in working with young children
- Ability to comply with State licensing rules for child care centers (LARA)
- Ability to use positive behavior support with preschool students
- Ability to effectively communicate with all stakeholders, including staff, students, and families
- Willingness and commitment to equity, social justice, and inclusion in all practices
- Ability to perform a large range of motion, including standing for long periods of time, sitting on the floor, climbing, lifting weight (15 to 50 pounds), kneeling, or crouching
- Ability to assist in planning and implementing day-to-day classroom activities and lessons
- Ability to work effectively in a noisy environment
- Ability to maintain a harmonious work environment and a positive team relationship in the childcare classroom
- Ability to maintain confidentiality while performing the duties of a childcare assistant
- Excellent attendance record and punctuality
- Ability to maintain group ratio limit throughout all daily activities
- Ability to foster children's education and growth
- Ability to diligently supervise children both inside the school and outside on the playground
- Ability to be responsible for accurate record keeping and documentation of attendance and any accidents/incidents
- Willingness to maintain the cleanliness of the facility
- Willingness to assist with any other duties that may be assigned to the employee by the Director or Lead Teacher
- Minimum of 18 years of age
- Certification in CPR/AED/First Aid or willingness to become certified
- High School diploma (college-level coursework in education/childcare preferred)

Hours:	Monday - Friday, 4-6 hours per day
Location:	James E. Morse Administration Center at Woodcliff
Compensation:	Pay rate commensurate with experience
Start Date:	As mutually agreed upon
Contact:	Interested applicants should apply at: http://www.applitrack.com/kent/onlineapp
Deadline:	Until Filled

East Grand Rapids Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504. Any person believing that the East Grand Rapids Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Carlye Allen and Jason Hoogenstyn, the local Coordinators at the following address: 2915 Hall Street, Grand Rapids, MI 49506. Phone (616) 235-3535.

Note to New Employees: Pursuant to PA 131, the selected candidate must receive clearance from the Michigan Department of State Police prior to the offer of employment. The candidate is responsible for the background check and drug screen fee; however, these fees will be reimbursed upon satisfactory results.



EAST GRAND RAPIDS PUBLIC SCHOOLS 2024-2025 SCHOOL YEAR

District Profile

East Grand Rapids Public Schools (EGRPS) is located in beautiful West Michigan. Our community surrounds two lakes (Fisk & Reeds), and is only a short distance (2-3 miles) from downtown Grand Rapids and 40 minutes from Lake Michigan.

EGRPS is a mid-size school district with approximately 2,900 K-12 students across three elementary schools, one middle school, and one high school. At the District Office, early childhood education and before- and after-school care are provided to our youngest learners. Due to our size, we pride ourselves on building strong community relationships and being able to know every student by name. East families are active partners in the education of their children and we are honored to be able to serve their children alongside them.

Points of Pride

- District-wide commitment with a focus on supporting the whole child (our Strategic Plan may be found [here](#))
- Long-standing tradition of strong academic excellence
- Strong community and parent support of teachers, faculty, and school programs
- Comprehensive athletic programs (33 sport offerings) and co-curricular programs including K-12 theatre and robotics programs
- International Baccalaureate Diploma Programme
- 13 Advanced Placement courses
- Graduation rate six-year average above 99%
- Continuous engagement and collaboration utilizing staff and student voice in order to inform and improve the quality of our teaching and learning priorities and environment
- Commitment to equity, social justice, and inclusion in all practices
- K-8 implementation of aligned social emotional learning curriculum resources
- Systemic, sustainable, and intentional district-wide implementation of Restorative Practices
- Industry partnerships and internships with local businesses to provide authentic learning that enriches students' experiences
- Partnership with the [East Grand Rapids Schools Foundation](#) which provides over \$555K each year to support, enrich and extend our student and staff learning opportunities
- [Woodcliff Early Childhood Center](#) at our District Office which provides preschool and before and after care
- [School of Choice and Tuition Enrollment Program](#)