



## **EMPLOYMENT OPPORTUNITY**

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

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**POSTING DATE:** 6/01/2010

**POSITION TITLE:** ASSISTANT PRINCIPAL, PRESCHOOL

**REPORTS TO:** Preschool Principal

**SUPERVISES POSITIONS:** Teachers

### **JOB SUMMARY:**

The Assistant Principal, Preschool is responsible for the supervision and management of the Preschool Academy education staff; implementation of the academy curriculum and lesson plans; and, serving in the absence of the Principal.

### **JOB DUTIES AND RESPONSIBILITIES:**

- 1) Supervises and schedules academy staff;
- 2) Substitutes in classrooms, as needed;
- 3) Collects and submits timesheets to the Administration & General Services Office;
- 4) Submits Personnel Action Forms to the Principal;
- 5) Drafts Employee Performance Reviews and submits to the Principal;
- 6) Collects and reviews food counts and temperature records;
- 7) Supervises preparation of meals for students;
- 8) Coordinates supplies requisitions and maintains supplies and equipment inventory;
- 9) Ensures full and proper implementation of academy curricula as prescribed by the trustees;
- 10) Achieves and maintains educational quality standards and goals;
- 11) Maintains appropriate and required licenses and accreditations;
- 12) Submits student attendance sheets to the Administration & General Services Office;
- 13) Maintains student files and processes Participant Information Forms;
- 14) Transitions students to classrooms according to their developmental stage;
- 15) Coordinates logistical arrangements (e.g., student travel);
- 16) Serves as Summer Camp Director; and,
- 17) Provides such other related duties as may, from time-to-time, be assigned.

**DEPARTMENT:** Early Education

### **BASE EDUCATIONAL**

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#### **TO APPLY**

Qualified candidates should email résumé and cover letter to [Careers@Hopkinshouse.org](mailto:Careers@Hopkinshouse.org) or fax to 703-683-3056.

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**REQUIREMENT:** Associate's Degree

**YEARS OF RELATED WORK EXPERIENCE:** 2 or more years

**OTHER RELATED REQUIREMENTS:** Degree in Early Childhood or Elementary Education required and at least 1 year of supervisory or managerial experience in a licensed childcare facility or school. Must have knowledge of computers and computing (specifically MSOffice). Must have CPR/First Aid and Food Handling certifications. Must have excellent verbal and writing skills, as well as demonstrated organizational skills and curriculum experience. Must be willing to work regular early morning and late evening hours. Experience in a NAYEC accredited program a plus.

**JOB GRADE:** 14                      **RANK**                      A

**STARTING SALARY:** \$36,000                      *(Final salary commensurate with experience and qualifications)*

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