



EMPLOYMENT OPPORTUNITY

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

POSTING DATE: 4/1/2010

POSITION TITLE: ASSISTANT TEACHER, PRESCHOOL

REPORTS TO: Teacher

SUPERVISES POSITIONS: None

JOB SUMMARY:

The Assistant Teacher, Preschool is responsible for assisting the Teacher to coordinate and implement daily preschool academy activities for the students in his/her classroom.

JOB DUTIES AND RESPONSIBILITIES:

- 1) Assists in implementing daily lesson plans;
- 2) Participates in in-service training;
- 3) Assists to maintain safe and clean classroom environment;
- 4) Assists with maintaining developmentally appropriate classroom;
- 5) Assists with maintaining classroom records, attendance, forms, and reports;
- 6) Keeps the Teacher informed regarding classroom activities and events;
- 7) Assists to ensure compliance with state and local licensing rules; and,
- 8) Provides such other related duties as may, from time-to-time, be assigned.

DEPARTMENT: Early Education

BASE EDUCATIONAL REQUIREMENT: CDA

YEARS OF RELATED WORK EXPERIENCE: 1 or more years

OTHER RELATED

REQUIREMENTS: (1) Must be currently enrolled in early childhood, elementary or family education Associate's degree program, (2) Spoken Spanish helpful but not required.

JOB GRADE: 10 **RANK** F

TO APPLY

Qualified candidates should email résumé and cover letter to Careers@Hopkinshouse.org or fax to 703-683-3056.

HOPKINS HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER.

STARTING SALARY: \$28,000 or higher commensurate with experience and qualifications.

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