



## **EMPLOYMENT OPPORTUNITY**

**HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314**

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*Founded in 1939, Hopkins House is a nonprofit, community-based learning center. Its mission is to provide quality educational programs and opportunities to children, youths, and their families, regardless of income, to help them achieve, in measurably effective ways, their full intellectual, economic, and social potential. The organization operates programs in the City of Alexandria, Fairfax County, and Arlington County and serves residents of communities throughout the metropolitan area. The Hopkins House Preschool Academy is NAEYC accredited and Virginia QRIS rated. Additional information is available at [www.HopkinsHouse.org](http://www.HopkinsHouse.org).*

**CLOSING DATE:** 9/30/11

*Applications accepted until this date.*

**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

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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.

**HOPKINS HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**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

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

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