



EMPLOYMENT OPPORTUNITY

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

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.

CLOSING DATE: **9/30/2011**

Applications accepted until this date.

POSITION TITLE: **EDUCATION AIDE, PRESCHOOL**

REPORTS TO: Teacher

SUPERVISES POSITIONS: None

JOB SUMMARY:

The Education Aide assists 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) Assists to maintain safe and clean classroom environment;
- 3) Assists with maintaining developmentally appropriate classroom;
- 4) Assists with maintaining classroom records, attendance, forms, and reports;
- 5) Keeps the Teacher informed regarding classroom activities and events; and,
- 6) Provides such other related duties as may, from time-to-time, be assigned.

DEPARTMENT: Early Education

BASE EDUCATIONAL REQUIREMENT: HS Diploma/GED

YEARS OF RELATED WORK EXPERIENCE: 1 or more years

OTHER REQUIREMENTS: Teacher Certification / CPR Certification / First Aid Certification / Proficient in MSOffice / Valid driver's license and insurance / Strong verbal and writing skills / Car

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.

OPTIONAL SKILLS: Fluent in foreign language / Valid driver's license and insurance / Car

SPECIAL CONSIDERATIONS:

This is a temporary appointment that expires within 12 months unless proof of CDA or college degree is provided. Employment benefits are not provided. This is an hourly pay position (\$10/hour).

JOB GRADE/RANK: 2 / F

STARTING SALARY: *(Final salary commensurate with experience and qualifications)*

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