



## **EMPLOYMENT OPPORTUNITY**

**HOPKINS HOUSE / 5904 Richmond Hwy, Ste. 525 / Alexandria, VA 22303**

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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 Town of Herndon, Virginia and serves residents of communities throughout the metropolitan area.*

**POSITION TITLE:** INSTRUCTIONAL ASSISTANT, PRESCHOOL

**REPORTS TO:** Teacher

**SUPERVISES POSITIONS:** None

**JOB SUMMARY:**

The Instructional Assistant 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:** Academic Programs

**BASE EDUCATIONAL REQUIREMENT:** CDA

**YEARS OF RELATED WORK EXPERIENCE:** 1 or more years

**OTHER REQUIREMENTS:** CPR Certification/First Aid Certification/Strong verbal and writing skills

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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.**

**OPTIONAL SKILLS:** Fluent in foreign language

**SPECIAL CONSIDERATIONS:**

Employment benefits are not provided. This is an hourly position.

**JOB GRADE/RANK:** 5 / F

**STARTING SALARY:** \$12.50 / hour

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