



EMPLOYMENT OPPORTUNITY

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

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: INFANT/TODDLER AIDE, PRESCHOOL

REPORTS TO: Teacher

SUPERVISES POSITIONS: None

JOB SUMMARY:

The Infant/Toddler Aide assists the Teacher to coordinate and implement daily preschool academy activities for the students in his/her classroom for infants and toddlers.

JOB DUTIES AND RESPONSIBILITIES:

- 1) Assists in maintaining safe and clean classroom environment;
- 2) Assists in the supervision of children in the classroom;
- 4) Participates in all classroom and school related activities;
- 5) Keeps the Teacher informed regarding classroom activities and events
- 5) Able to work a flexible schedule; and
- 6) Provides such other related duties as may be assigned.

DEPARTMENT: Academic Programs

BASE EDUCATIONAL REQUIREMENT: Child Development Associate or Career Studies Certificate

YEARS OF RELATED WORK EXPERIENCE: 1 or more years

OTHER REQUIREMENTS: Experience in professional infant and/or toddler center preferred

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.

but not required.

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: \$10.50 / hour

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