

WEE ONES PRESCHOOL JOB POSTING:

Job Title: Assistant Teacher

Qualifications:

- High School Diploma or equivalent
- Early Childhood Education experience and/or training preferred

Reports to:

- Daily reporting will be to Lead Teacher
- Position is an at will position of the Board, with performance, contract and wages reviewed and evaluated annually by the Board and subject to provisions of the Board and its policies.

Responsibilities of Position:

- Assist the Lead teacher with instructional and non-instructional activities necessary for the implementation and functionality of the class environment that enhances student learning and achievement
- Have the ability to 'fill-in' for the Lead Teacher in her absence
- Have excellent integrity and demonstrate good moral character and initiative
- Be able to protect and maintain the confidentiality and security of family records and information
- Exhibit a personality that demonstrates high quality interpersonal skills to relate well with students, staff, board members, parents and the community
- Communicate effectively in English, both verbally and in writing using proper grammar with staff, student, parents and board
- Perform simple clerical tasks
- Assist in the performance of housekeeping duties (room clean-up, tear down, decoration, etc.)
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate and professional attire and grooming and effective work ethic.
- Attendance to FPE Love & Logic Programming
- Attend all monthly board meetings
- Have a willingness to learn and implement all components of the curriculum
- Willingness to be present and participate in additional institution activities (conferences, fundraiser events, graduation, etc.)
- Possess physical competency to engage in interactive learning activities with students.

Terms of Employment:

- Approximately 9 month working period*
**applies to academic calendar year with minimal responsibilities and time commitments during the June-August summer months*
- 60-day probation
- Subject to and successful completion of background/criminal check
- Have a current physical and a negative TB Test
- Meet Social Services requirements (Professional Development, CPR, First Aid & OSHA Training)

Start Date: August 24th, 2015

Hours: 20-29 hrs/wk

Compensation: \$11 Hourly

Those interested in applying, should submit a cover letter, resume and minimum of 2 references by e-mail only to weeonespreschoollivet@gmail.com by no later than close of business Monday, August 10th, 2015.