



Community Presbyterian Church
Thomas B. Hargrave Educational Center
Board of Directors
801 Tazewell Street
Portsmouth, VA 23701
Rev. Dr. Wilbur C. Douglass, III, Pastor
Church: (757) 485-9077/ Fax: (757) 485-3842
Email: office@cpcportsmouth.org

VACANCY ANNOUNCEMENT

Position: Teacher Assistant, Thomas B. Hargrave Educational Center
Location: 801 Tazewell Street, Portsmouth, Virginia
Application Timeline: Open September 22, 2020, until filled
Salary: Hourly Rate, based on education and experience
Employment: 12 months, full time

GENERAL DEFINITION AND CONDITION OF WORK:

Performs responsible human support and paraprofessional work assisting classroom teachers by working with individual students or small groups of students; does related work as required in supporting teachers in assisting preschool aged children to develop skills, attitudes and knowledge needed as a foundation for learning; adjusts schedule to accommodate intermittent working hours between 6:00a.m.to 6:00p.m. Work is performed under the regular supervision of the assigned teacher through the general supervision and oversight of the Thomas B. Hargrave Educational Center Director.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the practices, methods and techniques used in assisting teachers and taking care of pre-kindergarten students, ages 2 to 4; proficient in the use of classroom and instructional materials and supplies; able to assist food service staff in serving meals and snacks; able to supervise and assist before and after school students (ages 12 and under) with homework; familiar with classroom management skills that promote a warm, inviting, clean and safe environment for learning and play; good interpersonal skills in maintaining positive relationships with staff and parents.

EDUCATION AND EXPERIENCE:

1. High School Diploma required; Associate's or Bachelor's Degree preferred
2. Considerable experience in working with children of pre-school age or younger in a school or childcare center

APPLICATION PROCEDURE:

Please submit a resume and letter of interest to office@cpcportsmouth.org

Thomas B. Hargrave Educational Center is an Equal Opportunity Employer.