

# Employment Opportunities

**You are welcome to complete the application form. Once we receive an application, we will notify you if we have current openings or add you to our list of candidates for future openings.**

## Assistant Teacher Position

### Qualifications:

- Experience (paid or volunteer) working with children ages 5 and under.
- Some college preferred. High school diploma required.
- Desired characteristics: Enthusiastic, friendly, energetic individual who enjoys working with young children. Duties:
- Carries out duties assigned by the lead teacher.
- Works in background to keep class running smoothly. For example: settling children at circle time, putting out snacks and lunches, assembling art projects and packing backpacks.
- Assists with art activities. Helps lead teacher set up classroom in the morning and clean up in afternoon.
- Assists in establishing a safe and healthy classroom environment.
- Interacts with children in accordance with developmentally appropriate practices established by NAEYC.
- Supports students through positive guidance.
- Assists teacher in establishing positive communication with parents.
- Maintains a commitment to professionalism by adhering to NAEYC code of ethics, attending staff meetings, completing 10 hours of continuing education each year and interacts positively with other staff members.
- Is responsible to the lead teacher and the director.

### Beginning Salary:

5 days a week: \$9,000 for the school year with 9 paid days off; 4 days a week: \$7,200 for the school year with 8 paid days off; 3 days a week: \$5,400 for the school year with 6 paid days off

### Hours:

8:30 to 1:00, following the school calendar August to May

### How to apply:

Complete the application form from the website. Email to [dayschool@emmanuelathens.org](mailto:dayschool@emmanuelathens.org), or fax 706-208-3790, or mail to: Emmanuel Episcopal Day School, 498 Prince Avenue, Athens, GA 30601.

[dayschool@emmanuelathens.org](mailto:dayschool@emmanuelathens.org)

706-543-1294 ext. 207, 706-208-3790 (fax)

**Equal Opportunity Employer**