

Employment Opportunities

We have an assistant teacher position available for the 2019-2020 school year beginning in August.

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.

Salary:

5 days a week: \$9,000 for the school year with 9 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

Or fax **706-208-3790**

Or mail to:

Emmanuel Episcopal Day School,
498 Prince Avenue,
Athens, GA 30601

dayschool@emmanuelathens.org

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

Equal Opportunity Employer

Lead teacher

Qualifications: BA or AA in Early Childhood/ Education or FACS or
Child Development Associate Certificate or BA with 1 year experience

Desired Characteristics: Enthusiastic, friendly, patient, good moral character

Understands and appreciates children

Works well with other staff members

Duties:

Plans and implements curriculum for the class.

Maintains daily, weekly and monthly written plans for the class.

Sets standards of conduct and limits for the children with positive guidance.

Maintains a safe and healthy environment in the classroom.

Supports social and emotional development of children.

Helps each child grow in the best possible way by advancing motor skills and intellectual competence.

Establishes positive and productive relationships with parents.

Completes observation forms and conducts parent conferences.

Sets up room for day's activities (with assistant's help).

Leads children through daily schedule.

Maintains classroom supplies, rotates toys weekly, and purchases extra materials with room money.

May be assigned other duties by the director such as a curriculum-planning day.

Maintains a commitment to professionalism by adhering to the NAEYC code of ethics, attending staff meetings, completing 10 hours of continuing education each year and interacting positively with other staff members.

Assigns tasks to assistant teacher as needed.

Reports to the director of the day school.

Terms: Monday to Friday 8:30am to 1:00pm August through May according to the school calendar.

Starting salary \$11,000 per year with 9 paid days off.

How to apply:

Complete the application form from the website.

Email to dayschool@emmanuelathens.org

Or fax **706-208-3790**

Or mail to:

Emmanuel Episcopal Day School,
498 Prince Avenue,
Athens, GA 30601

dayschool@emmanuelathens.org

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

Equal Opportunity Employer