



ASSISTANT TEACHER

Summary:

Trinity Preschool seeks an energetic, enthusiastic Assistant Teacher to support the Lead Teacher in the operation of a play-based classroom. Trinity Preschool is a neighborhood preschool for children 2 through PreK committed to learning and growing through play.

Job Information:

Classification: Hourly; Part-Time (15-20 hours/week)

Supervisor: Preschool Director

Work Schedule: Weekly schedule depends on classroom. Staff are contracted for employment late August through mid-June.

Benefits: See Employee Handbook

All prospective staff will have a background check completed before being hired as prescribed by the Child Protection Policy of Trinity United Methodist Church, VDOE and Trinity Preschool.

Job Qualifications:

Ideal candidates will possess a high school diploma/GED and one or more years of experience working in Child Development. All candidates should have the ability to work creatively and flexibly with others. Experience working in preschool or childcare setting is preferred.

Duties and Responsibilities:

1. Assist the Teacher in implementing an age-appropriate curriculum.
2. Attend staff meetings and participate as needed in parent conferences.
3. Prepare the classroom for the day's activities and breakdown the room at the end of each day.
4. Maintain a clean environment, including bathrooms.
5. Assist the Teacher in taking attendance and keeping records pertaining to the goals and progress of each child.
6. Attend the in-service meetings, assist with room preparation at the start and end of the year.
7. Meet weekly with Teacher to plan curriculum goals, activities, and coordinate schedules.
8. Be prepared to substitute in the absence of the teacher.
9. Maintain current First Aid/CPS Certification and attend a minimum of 16 hours of in-service training/workshops.
10. Assist the lead Teacher with Brightwheel app content and communications.

Interested applicants should send a cover letter and resume to preschool@trinityalexandria.org