

THREE-YEAR-OLD PRESCHOOL TEACHER ASSISTANT

JOB DESCRIPTION

Houston Academy is a premier independent, college preparatory school located in Dothan, AL. Houston Academy is searching for a teacher assistant for a three-year-old preschool program. The hours are from 7:30 a.m. to 12:15 p.m.

REQUIREMENTS

The ideal applicant will possess the following:

- A warm and friendly personality;
- Be able to relate well to students, parents, and colleagues; and
- Good attention to detail and organizational skills.

JOB RESPONSIBILITIES

- Assist in the implementation of the daily program under the direction of the teacher;
- Work with small groups or individual students in a variety of ways;
- Prepare needed materials and supplies;
- Assist in cleaning activity areas;
- Participate in field trips and other off campus classroom related activities;
- Responsible for leading the class when the teacher is absent;
- Attend meetings as assigned; and
- Attend in-service programs for professional growth; and
- Participate in campus and community events.

INFORMATION

Salary will be commensurate with degree level and teaching experience.

Houston Academy is a member of the National Association of Independent Schools, the Southern Association of Independent Schools, and the Alabama Association of Independent Schools.

Houston Academy is an Equal Opportunity Employer. It strives to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, handicap or disability in accordance with applicable federal and state laws. It is the intent and resolve of Houston Academy to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. This equal opportunity policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, compensation and training.

CONTACT INFORMATION

If interested in this position, please email your vitae, list of at least 3 references, and a personal/ educational philosophy statement to the Head of Lower School Julie Kinney at kinneyj@houstonacademy.com.

For more information, please visit our website at www.houstonacademy.com and our Facebook page.

