

## Employment Opportunities

**Assistant teacher:** Please complete and return your application to be part of our file of active candidates. These candidates are contacted when a teaching position becomes available.

**Music teacher:** Please see the day school news section for more information.

**Substitute teachers:** Please contact the office for an application ([dayschool@emmanuelathens.org](mailto:dayschool@emmanuelathens.org)), or use the on-line form posted on this website.

### Qualifications:

- High school diploma required, some college preferred
- Desired characteristics: Enthusiastic, friendly, good moral character: works well with children and adults.

### Duties:

- Carries out duties assigned by the lead teacher.
- Works in background to keep class running smoothly by such duties as 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.

### Starting salary:

- \$7,250. (with additional compensation based on education and experience.)
- Nine paid days off per year

### Terms:

- Monday to Friday mornings 8:30 to 1:00 during the school year

### Application:

- Download, print, and complete an application

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Equal Opportunity Employer