

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see below for a detailed job description and qualifications).

Rocky Hill Human Services Department Kid's Korner Assistant Teacher Bright Beginnings Assistant Teacher

The Town of Rocky Hill's Human Services Department is currently in the process of hiring Assistant Teachers to work in their preschool programs. Qualified applicants should possess an Associate's Degree/ or equivalent, in Early Childhood Education and/or a minimum of seven (7) years of experience working in a preschool setting. Applicants should have a thorough knowledge of early childhood development, and have the skills necessary to work with preschool aged children. Candidates must be able to assist the Head Teacher with all classroom duties and activities. Ongoing participation in professional development and training important. Understanding of State of Connecticut mandated reporting and licensing requirements essential.

This position is a part-time, seasonal, at-will position. Compensation is \$15.00 per hour. Anticipated work schedule of 12 to 19 work hours per week. Interested applicants must submit each of the following: 1) A resume; 2) a letter of interest that clearly describes how the applicant meets the qualifications set forth in the job description; and 3) a completed Town of Rocky Hill application. Please submit all application materials to Catherine Sylvester (csylvester@rockyhillct.gov) via electronic mail. Applications will be accepted until the position is filled.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.
Please let us know if you need reasonable accommodations relative to the application process.

**Rocky Hill Human Services Department
Assistant Teacher**

Job Description:

Responsible for assisting Head Teacher in all classroom duties. Assists in maintaining facility and supplies and planning, coordinating and executing daily lesson plans and activities for preschool students. Position is considered seasonal, at will. Ongoing communication and updates with supervisors is required. This position reports to Human Services Early Childhood Development Coordinator and Director of Human, Youth and Senior Services.

Required Qualifications and Competencies

1. Associate's Degree in Early Childhood Education /or equivalent
2. A minimum of seven (7) years of work experience in a licensed preschool setting.
3. Application materials must reflect working knowledge of early childhood development, as well as knowledge of the principles and practices of preschool programming, policies, and procedures.
4. Understanding of the State of Connecticut mandated reporting procedures and licensing requirements and regulations.
5. Ability to assist preschool volunteers in the performance of their duties.
6. Strong interpersonal and communication skills.
7. Ability to operate a computer and working knowledge of Microsoft programs, as well as some skill relative to organization/file management.
8. Must be able to work independently with general direction and instruction.
9. Must pass FBI and state background checks.
10. Proof of current certification - American Red Cross Child Care CPR and First Aid Training certified.
11. Proof of current medical immunizations.

Specific Duties

Duties include but are not limited to:

1. Assisting in overseeing the safety and well-being of preschoolers.
2. Assisting in the supervision of Kid's Korner students and volunteers.
3. Assisting the Head Teacher with planning and implementing the preschool curriculum, incorporating current themes, and applying the same to daily and weekly lesson plans.
4. Helping to ensure rules, regulations, and policies are adhered to at all times.
5. Responding to parent inquiries and concerns as directed by Head Teacher.
6. Assisting in the care and cleaning of facility and equipment daily, including safety inspections of all preschool materials and equipment.
7. Assisting with the planning of an end-of-year program, and participating in the same.
8. Reporting low inventories of supplies and materials to the Head Teacher.
9. Carrying out additional duties as assigned by the Head Teacher.

Physical and Mental Requirements/Work Environment: Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

1. Ability to physically lift or move fifty (50) pounds of weight.
2. Physically able to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl.
3. Dexterity using arms, hands and fingers.
4. Visual requirements include: near, distance, peripheral, depth perception, focus adjustment and color vision.

The above job description is illustrative and not a complete itemization of all aspects of the position.

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