

FRIENDS ASSOCIATION FOR CHILDREN
1004 SAINT JOHN STREET
RICHMOND, VA 23220
(804)644-2357

JOB ANNOUNCEMENT

TEACHER (PRESCHOOL):

- I. **Qualifications:** One year Early Childhood Certificate from an accredited college and minimum of one year teaching experience in the group care of preschool children. CDA PREFERRED. **Minimum age is 25 years old, have an excellent driving record and capable or willing to learn to drive agency van.** Must not have been convicted of a felony or misdemeanor related to abuse, neglect or exploitation of children or adults. Required to be drug free, of good character and reputation, literate, capable of performing assigned tasks, demonstrated ability to work with children, willing and capable of benefiting from training and supervision and ability to effectively communicate with children, parents, emergency and other resource and support personnel.
- II. **Responsibilities:** Instruct and supervise classroom enrollees. Operate van to transport children as needed.
- III. **Duties:**
 - A. Plans and carries out daily classroom activities.
 - B. Directs the activities of teacher assistants.
 - C. Prepares and arranges educational materials.
 - D. Maintains equipment and wholesome classroom environment.
 - E. Serves as liaison for parent activities and keeps parents informed on development of children.
 - F. Works with social worker on services for children and their families.
 - G. Maintains educational records on children.
 - H. Maintains medication records.
 - I. Transport children on field trips.
- IV. **Reports To:** Lead Teacher
- V. **Salary:** \$19,000 – 20,500
- VI. **Benefits:** Vacation, sick leave, tuition assistance, childcare discount, paid life insurance, paid disability insurance, 401(k) retirement plan and partial paid health insurance.

VII. **Submit Resume and DMV Driver Transcript History To*:**

Friends Association for Children
1004 Saint John Street, Richmond, VA 23220
FAX: (804) 644-0509
EMAIL: jobs@friendsassn.org

VIII. **Deadline:** Applications and/or resumes accepted until position is filled. Applications may be secured from either FRIENDS locations.

IX. **Location:** **Robert L. Taylor Childcare Center, 929 North 26th Street**

X. **Work Schedule:** 9:00 a.m. – 5:00 p.m., Monday – Friday

* **PLEASE NOTE:**

Application nor resume will be accepted if DMV Driver Transcript History is not attached.