

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

## **JOB ANNOUNCEMENT**

### **TEACHER (HEAD START):**

- I. **Qualifications:** Current Associate Degree in Early Childhood Education from an accredited college and five years teaching experience with infant, toddler or preschool children. 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. Must be sensitive and responsive to the cultural difference of consumers and center personnel and constituents.
- II. **Responsibilities:** Instructs and supervises classroom enrollees.
- 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.
- IV. **Reports To:** Lead Teacher
- V. **Salary:** \$21,000 – 23,000
- VI. **Benefits:** Vacation, sick leave, childcare discount, paid life insurance, paid disability insurance, 401(k) retirement plan and partial paid health insurance.
- VII. **Submit Resume To:** Human Resources Department  
Friends Association for Children  
1004 Saint John Street, Richmond, VA 23220  
FAX: (804) 644-0509 Email: [jobs@friendsassn.org](mailto:jobs@friendsassn.org)
- VIII. **Deadline:** Applications and/or resumes accepted until position is filled. Applications may be secured from any of the two Friends locations.
- IX. **Location:** Taylor Center  
929 North 26<sup>th</sup> Street
- X. **Work Schedule:** 8:30 AM – 4:30 PM, Monday - Friday
- XI. **Number of Positions:** 1

