

FRIENDS ASSOCIATION FOR CHILDREN
1004 SAINT JOHN STREET
RICHMOND, VA 23220

TEACHER ASSISTANT (TODDLER)

- I. **Qualifications:** **Must have obtained high school diploma or General Equivalency Diploma, two years related work experience and/or completed a minimum of two Early Childhood Education Courses at an accredited institution. Must be proficient in use of computer, including Microsoft Word and data entry.** 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 the ability to communicate effectively with children, parents, emergency and other personnel. Must be sensitive and responsive to the cultural differences of others.
- II. **Responsibilities:** Assists teacher in supervising children and assumes other routine responsibilities. Must be comfortable with potty training and/or changing pullups.
- III. **Duties:**
- A. Assists teacher in the care and education of children.
 - B. Assists teacher in carrying out daily activity plans.
 - C. Assumes responsibility for care of children when assigned.
 - D. Assists in care of classroom and supplies.
 - E. Assists with transportation of children.
 - F. Performs other assigned duties which are essential to wholesome child development.
- IV. **Reports To:** Teacher I
- V. **Location:** Robert L. Taylor Childcare Center (929 N 26th Street)
- VI. **Salary:** \$8.00 per hour
- VII. **Benefits:** Vacation, sick leave, childcare discount, paid life and disability insurance, 401(k) retirement plan and partial paid health insurance
- X. **Hours:** 8:30 AM – 5:00 PM, Monday – Friday
- VIII. **To Apply:** Download an application on the Careers page or obtain in person at either of the two FRIENDS locations and submit it with your resume to:
Human Resources Department
FRIENDS Association for Children
1004 Saint John Street, Richmond, VA 23220
FAX: (804) 644-0509
EMAIL: jobs@friendsassn.org

FRIENDS Association for Children is an equal opportunity provider and employer