

FRIENDS ASSOCIATION FOR CHILDREN  
1004 SAINT JOHN STREET  
RICHMOND VA 23220

**JOB ANNOUNCEMENT**

**TEACHER ASSISTANT (Part-time):**

- I. **Qualifications:** Must have obtained a High School Diploma or General Equivalency Diploma and has not been convicted of a felony or misdemeanor related to abuse, neglect or exploitation of children or adults. Must not have been convicted of a felony or misdemeanor related to abuse, neglect or exploitation of children. 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:** Assists teacher in supervising children and assumes other routine responsibilities.
- 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/Lead Teacher
- V. **Salary:** \$8.00 per hour
- VI. **Hours:** 7AM – 10AM and 2PM – 6PM (Split Shift) Monday-Friday
- VII. **Benefits:** None
- VIII. **Submit Resume To:** Friends Association for Children  
1004 Saint John Street  
Richmond, VA 23220  
FAX: (804) 644-0509  
EMAIL: [jobs@friendsassn.org](mailto:jobs@friendsassn.org)
- IX. **Deadline:** Until position is filled
- XI. **Location:** **Robert L. Taylor Center**  
**929 North 26<sup>th</sup> Street**

\* Applications may be obtained at the front desk of either Friends Centers.