

FRIENDS ASSOCIATION FOR CHILDREN  
1004 SAINT JOHN STREET  
RICHMOND VA 23220

**JOB ANNOUNCEMENT**

**HEAD START TEACHER ASSISTANT:**

- I. **Qualifications:** **Must have at minimum a current CDA or One Year Early Childhood Certificate and one year or more experience working with preschool children in a childcare center.** Must have 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 essential to wholesome child development.
- IV. **Reports To:** Teacher I/Lead Teacher
- V. **Salary:** \$16,640 - \$17,550/Annually (\$8.00 - \$9.00/Hourly)  
(Based on experience)
- VI. **Work Schedule:** 8:30 AM – 5:00 PM, Monday - Friday (Purnell Center)  
7:30 AM – 4:00 PM, Monday –Friday (Taylor Center)
- VII. **Benefits:** Vacation, sick leave, childcare discount, paid life insurance, paid disability Insurance, 401(k) retirement plan, and partial paid health insurance
- VIII. **Submit Resume To:** Ninette B. Tompkins  
Friends Association for Children  
1004 Saint John Street  
  
Richmond, VA 23220  
FAX: (804) 644-0509  
Email: jobs@friendsassn.org

- **Applications may be obtained at the front desk of any of the two Friends Centers.**

*FRIENDS Association for Children is an equal opportunity provider and employer*

