



BENNETT COLLEGE

Job Posting

Title: Assistant Teacher

Date of Posting: 06/08/17

Closing Date: 06/22/17

Job Code: 17-0608BBH

Department: Martin Dixon Intergenerational Center

Reports To: Director, Martin Dixon Intergenerational Center

GENERAL SUMMARY:

The Teaching Assistant will assist and support the classroom teacher in program implementation and the day-to-day care and supervision of children.

ESSENTIAL JOB FUNCTIONS:

- Assist in the planning of daily classroom activities
- Assist with organizing the learning environment
- Help to set-up learning centers
- Perform general classroom housekeeping duties including preparing snacks and general clean-up
- Works under the guidance of the teacher
- Attend and be a part of in-service sessions
- The assistant teacher may be called upon to substitute for a teacher if a substitute is not available
- Perform any childcare related duties as assigned
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in Early Childhood Development
- Strong interpersonal and communication skills and the ability to work within a diverse community
- Ability to work independently
- Skilled in the use of educational technology
- Physical & TB
- Able to lift up to 40 pounds
- Ability to frequently change position; stand, sit, kneel, bend, carry children

EDUCATION AND EXPERIENCE:

- Associates Degree or higher in Early Childhood Education or related field required
- Prior experience working with young children preferred
- Certified in CPR & First Aide
- Current Criminal Record Check
- Valid North Carolina driver's license preferred

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **17-0608BBH**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.