



# **BENNETT COLLEGE**

## **Job Posting**

**Title:** Assistant Teacher

**Date of Posting:** 01/07/19

**Closing Date:** Until Filled

**Job Code:** 19-0109BLN

**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](http://www.bennett.edu))
  - reference Job Code **19-0109BLN**
- 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](mailto:hr@bennett.edu)

### **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.