

# VACANCY ANNOUNCEMENT

## Assistant Teacher

Associates for Renewal in Education, Inc. (ARE) is seeking full time Assistant Teacher. Under the direct supervision of the Head Teacher, the Assistant Teacher is responsible for:

- Assisting the teacher in planning and implementing the curriculum in the classroom.
- Serve as a substitute teacher in the absence of a teacher.
- Responsible for providing supervision to the children;
- Performing specific classroom activities; arranging the classroom; maintaining records and providing administrative and/or clerical support to the teacher;
- Attending parent conference, meeting and attending and participating in educational/recreational activities.

### **Requirements:**

- One (1) to two (2) years experience in a school or day care setting
- Hold at least a Child Development Associate (CDA) credential and be enrolled, at the time of employment, in an Associate's degree program and on track to receive the degree within five (5) years
- Demonstrated knowledge of the childcare systems and theories
- Excellent written and verbal communication skills
- General knowledge of computer technology
- Current CPR and first aid certification, health screening, current criminal and child protection clearance

**Please send cover letter and resume or in house application and resume along with proof of education/enrollment to:**

Associates for Renewal in Education, Inc,  
45 P Street NW  
Washington, DC 20001  
ATTN: Human Resources  
Fax; 202-667-5299    tholloman@areinc.org