



May 2020

Job Title: Full Time **Pre-Kinder Assistant Teacher/After-school program teacher**

The Head of School is seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, International mindedness , and the cultivation of character;
- Support the mission of EBI;
- Bring a positive attitude and a sense of professionalism to the School community.

The fundamental responsibility of every teacher is to commit to the values and beliefs of the International Baccalaureate Primary Years Programme and to work constantly to translate them into daily classroom practice. The school's primary purpose is student learning and this job description is therefore structured according to the three central questions relating to this learning.

The Assistant Teacher position reports directly to the Lead Teachers and The Principal

The Assistant Teacher works to provide assistance to the instructional staff of EBI in all areas of responsibility assigned. In general the Assistant Teacher helps maintain a clean and safe school environment; develops quality relationships with the children, the teachers and parents; helps organize, set up, and clean the classroom spaces and outdoor play areas; prepares snacks; and supervises children.

Specific responsibilities include:

- Support teachers when children arrive in the morning and transition into the classroom.
- Support the goals of developing EBI as a Spanish Immersion Bilingual program and culturally rich environment.
- Transmit school values and culture as stated in our vision and plan for the school.
- Use Spanish at all times when communicating with the children.
- Ensure that the environment is safe, clean, clutter free, and visually aesthetic.
- Assist in maintaining standards for student behavior needed to achieve a functional learning atmosphere in the school.
- Assist in providing appropriate learning experiences and activities for the children.
- Prepare and distribute snacks.
- Clean classroom spaces after snacks and meals.
- Clean snack preparation area.
- Complete order form for snack items as needed.
- Assist with bathroom transitions.

- Assist in the transition to recess.
- Give teachers breaks during recess and supervise children.
- Prepare classroom for naptime and help stow nap equipment after naptime.
- Give teachers their lunch breaks.
- Assist students who need help falling asleep.
- Other duties as assigned.

Qualifications and requirements:

- Speak, read and write in Spanish.
- BA not required but preferred
- Have twelve core semester units of ECE or Child Development
- Preferred Child Development Associate Teacher permit.

Interested candidates should submit the [employment application](#), a resume and a letter of interest and to **employment@ebinternacional.org**

EBI is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.