



September, 2019

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

The Trustees and the Head of School of EBI are 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, global citizenship, and the cultivation of character;
- Support the mission of EBI;
- Bring a positive attitude and a sense of professionalism to the School community.

The Assistant Teacher position reports directly to the Lead Teachers and The Pre Kinder Director

The Assistant Teacher works to provide assistance to the instructional staff of EBI in all areas of responsibility assigned. In general he/she 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.
- Preferred Child Development Associate Teacher permit.
- Twelve semester units of ECE or Child Development

Interested candidates should submit a resume, a letter of interest and to [employment@ebinternacional.org](mailto:employment@ebinternacional.org)

EBI's commitment to diversity and inclusion is central to our mission and our hiring practices. People of color and LGBT candidates are strongly encouraged to apply.