



OUR MISSION: Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

OUR VISION: Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

JOB TITLE: PRESCHOOL INSTRUCTIONAL ASSISTANT (IA)

REPORTS TO: Preschool Director

POSITION SUMMARY

Ben Franklin Academy is seeking a Preschool Assistant to create a nurturing learning environment that supports the Core Knowledge Preschool Sequence and the mission of Ben Franklin Academy. All employees of Ben Franklin Academy work together to fulfill the Mission and Vision Statements. The details provided in this job description provide structure to the responsibilities and accountabilities for this position. Ben Franklin Academy expects to employ professionals who will work beyond job descriptions, creating both a fulfilling school environment and positive outcomes for our students.

SCHEDULE

- Part-time
- Monday – Friday 12pm – 4pm
- 180 work days / school year

TYPICAL RESPONSIBILITIES

- Provide daily assistance to the teacher in the classroom by working with children in small and whole group settings
- Provide clerical support in a variety of functions
- Prepare, adapt, arrange, and maintain preschool materials
- Maintain data collection regarding student progress/performance, including confidential reports and information
- Interact appropriately with parents and other staff
- Perform other related duties as assigned or requested

SKILL REQUIREMENTS

- Verbal and written communication skills in English
- Demonstrated ability to read and comprehend written/graphic and oral instructions
- Basic computer skills
- General office equipment
- Knowledge of child development

GENERAL EXPECTATIONS

- Flexible
- Work effectively with supervisors and co-workers
- Perform responsibilities without close supervision
- Effectively communicate with the Ben Franklin Academy staff, school community and the public at large
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintain a generally positive attitude
- Observe all Ben Franklin Academy policies and procedures

EDUCATION and/or REQUIRED EXPERIENCE

- Current certification in CPR, First Aid, Universal Precautions and Medication Administration (or willing to obtain within 30 days of employment)
- High School or Equivalent
- 2+ years working with young children
- Maintain requirements for 15 hours of continuing education each year as well as other required training
- Ability to maintain strict confidentiality in performing duties

ESSENTIAL ENVIRONMENTAL & PHYSICAL DEMANDS

- Mostly clean and comfortable
- Occasional lifting five (5) to fifty (50) pounds
- Frequent bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting

SUPERVISORY DUTIES

None

COMPENSATION

- Dependent on experience
- Pay range starts at \$12.32/hour
- Position is part time and not eligible for benefits or paid time off

POSTING CLOSING DATE: Open until position filled

For more information, please visit <http://www.bfacademy.org/careers/>