



**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 social emotional development, character, sports, and nature.

## **JOB TITLE: PRESCHOOL ASSISTANT (IA)**

**REPORTS TO: Preschool Director/Classroom Teacher**

### **POSITION SUMMARY**

Ben Franklin Academy Preschool is currently accepting applications for a part-time Preschool Assistant for the 2025-2026 school year, with the potential for a full-time position. Our preschool program, designed for children ages three to five, provides a strong foundation for early educational success. The ideal candidate will help create a nurturing and supportive learning environment that aligns with the Core Knowledge Preschool Sequence and upholds the values and mission of our school.

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 8am – 1pm
- 170 work days / school year
  - Additional days for training and/or other as needed
- BFA Preschool follows the K-8 school calendar, which is closely aligned with the Douglas County School District

### **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 (e.g., cutting, copying, filing, laminating)
- Prepare, adapt, arrange, and maintain preschool materials (e.g., center enrichment activities, dramatic play, sensory tubs, art center)
- Interact appropriately with parents and other staff
- Sanitize and disinfect surfaces/items in the classroom as required by state rules and regulations
- Monitor children during lunch and supervise safe play during recess

- 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**

- High School Diploma or Equivalent
- Current certification in CPR, First Aid, Universal Precautions and Medication Administration (or willingness to obtain within 30 days of employment)
- Meet the state requirements to be Early Childhood Teacher Qualified
- Must be qualified in PDIS at a Level 2 or higher upon the start of employment
- Minimum of two 3-unit Early Childhood Education courses – with one being ECE 101, or be concurrently enrolled in two Early Childhood Education courses – with one being ECE 101
- 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
- Up-to-date health physical and any other documents required by State Licensing

### **PREFERRED EXPERIENCE**

- Plus **24 months (3,640 hours)** of verified experience
- Degree in early childhood education with at least six months of documented experience in the ECE field
- Excellent communication skills (both verbal and written)
- Familiarity with the Preschool Core Knowledge Philosophy
- Experience with a hands-on, experiential science program

### **ESSENTIAL ENVIRONMENTAL & PHYSICAL DEMANDS**

- Mostly clean and comfortable
- Constant lifting five (5) to twenty (20) pounds
- Frequent lifting twenty (20) to fifty (50) pounds
- Occasional lifting over fifty (50) pounds
- Frequent bending, stooping, walking, standing, crawling, kneeling, squatting, reaching, sitting, repetitive motions and overhead work
- Most days, employees will be working a portion of the day outside in temperatures ranging from 20F to 95F

- Maintain mental and physical alertness and an appropriate level of energy to perform essential job functions

### **SUPERVISORY DUTIES**

None

### **COMPENSATION & BENEFITS**

- Dependent on experience
- Hourly pay range starts at \$19.00/hour
- PERA (Public Employees' Retirement Association of Colorado)
- Accrued sick leave
- Employee Assistance Program (EAP)
- Voluntary 401(k) retirement plan options
  
- Benefits (upon full time employment)
  - Medical, vision & dental insurance
    - Currently 80% employee only premium paid by BFA
  - Benefit stipend
  - Health and/or Dependent Care Savings Account (FSA)
  - Life Insurance, Long & Short-Term Disability (full premium paid by BFA)
  - Sick Leave & Paid Time Off

**POSTING CLOSING DATE:** Open until position filled

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