



Pre-Literacy Teacher Assistant

Job Description: The Pre-Literacy Teacher Assistant will assist the Pre-Literacy Lead Teacher in leading educational, recreational and enrichment programming for preschool-aged children at the Trails of Vintage Creek property, located in Northeast Austin. This position is part-time hourly. The Pre-Literacy Teacher Assistants typically work from 8:00am-1:00pm, Monday-Thursdays during the school year, with some variation.

Primary Duties:

- Assist lead teacher with daily activities
- Assist in preparing educational and enrichment activities to promote school-readiness skills in 3-4 year olds
- Assist in maintaining a clean and well organized classroom
- Promote practices that keep children safe
- Establish and maintain on-going communication with parents, colleagues, and the Learning Center Coordinators at the Trails of Vintage Creek Property

Minimum Qualifications:

- High School Diploma, course work in Social Services, Education, Child Development; other related field experience preferred
- Reliable means of transportation
- Some experience providing educational and/or social services to economically disadvantaged families and working directly with children
- Bilingual (English/Spanish) preferred

Compensation: \$12/hour

To Apply: Send cover letter and resume to Maria.Martinez@foundcom.org

No phone calls, please.

Address: 7224 Northeast Dr., Austin TX 78723

Application Due Date: Job open until filled

Start Date: ASAP

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