



### **Job Announcement: PreK-3 Monitor**

Foundation Communities (FC) is a nationally-recognized nonprofit organization that provides affordable housing and the tools low- and moderate-income families need to improve their educational and economic standing. We are currently seeking applicants who are passionate about working with and maintaining childcare facilities and who want to make a difference in their community.

**Position Summary:** The PreK-3 Monitor supports St. Elmo's PreK-3 program, which is housed at the Sierra Vista Learning Center and in collaboration with AISD, as well Learning Center staff and programming (classes, workshops, etc.). This is a great opportunity for an organized, detail-oriented person who enjoys working with young children and is interested in learning about the Montessori Method from TEA certified educators.

Specifically, the PreK-3 Monitor will contribute in the following ways:

#### **LEARNING CENTER SUPPORT:**

- Welcome/check in visitors, answer phone, and open classrooms in the morning.
- Support student/visitor safety and emergency preparedness.
- Support Learning Center staff as needed.

#### **PREK-3 EDUCATIONAL PROGRAM SUPPORT:**

- Assist lead teacher and teaching assistant with activities as needed.
- Enter daily attendance for the PreK-3 program.
- Clean areas used by children (i.e. bathrooms, dining area) and help keep the Learning Center organized and safe.
- Reinforce children's table manners and napping routines.
- Pick up lunch from St. Elmo Elementary and keep track of the lunch menu.
- Assist PreK-3 students both in and out of the classroom within the Learning Center.

**Minimum Qualifications** A high school diploma is required. Must have a minimum of 2 years' experience working with children, preferably providing educational and/or social services to economically disadvantaged families. Must be bilingual. Must be flexible and adaptable to cover various needs for the PreK-3 program and the Sierra Vista Learning Center.

**Working Conditions** An occupational exposure to blood or other potentially infectious materials may occur. May be asked to clean up bodily fluids with appropriate training and personal protective equipment provided.

Compensation: \$ 13.00/hourly. Position is part-time (average of 25-29 hours/week).

To Apply: Send résumé and cover letter to: [alejandra.adan@foundcom.org](mailto:alejandra.adan@foundcom.org). No phone calls, please.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.