



Park Street School Now Hiring!

Current Open Positions

- Interim Assistant Director (see details on next page)
- 2 Teachers/Sub positions
 - Afternoon availability preferred

Teacher/Sub

Basic Requirements

- 18 years of age and high school diploma or equivalent
- Must pass background check and provide medical statement
- Must be willing to complete required trainings in a timely manner
- Must have some experience with children

Teacher Responsibilities

- Reliably work a consistent Monday-Friday schedule ranging from 12.5-40 hours a week.
- Implement the curriculum/lesson plans provided.
- Ensure the safety and health of the children in your classroom.
- Complete daily classroom cleaning.
- Maintain professionalism at all times, including being on time, communicating with staff and administration regarding any issues

Substitute Teacher Responsibilities

- Cover vacations/sick days for preschool staff
 - Vacation times are provided with advanced notice
 - Sick days would come with same day notice (advanced notice not guaranteed)

Benefits

- We do not work evenings and weekends
- Some paid time off provided
- Closed around holidays and Spring Break

Please submit a completed application to preschool@parkstreetbrethren.org before
August 7th.

Interim Assistant Director

9-month contract

Salary \$22,000 - \$27,000 (determined by experience and education)

Additional Qualifications and Education Requirements:

- At least an associates degree in education or a related field OR two years of part-time experience in a childcare setting
- Customer service skills
- Reliable transportation
- Clean background check and complete required training in a timely manner
- Ability to handle crisis situations, especially relating to children
- Able to lift 40 pounds
- Familiarity with state licensing rules and regulations, preferred
- Previous experience in child care administration, preferred

Responsibilities and Duties:

- Assist the interim director with day to day operations including but not limited to family engagement, maintaining social media presence, organizing children's files, preparing for state inspections, and creating a monthly newsletter
- Work to maintain and cultivate a culture of joy and positivity.
- Maintain state regulations as determined by ODJFS
- Assist in classrooms as needed to cover breaks and absences.
- Ensure a well-run, purposeful program responsive to participant needs
- Maintain a commitment to professionalism

Benefits

- Discounted child care
- Competitive pay based on experience and education level
- Paid time off
- No working on weekends or during evenings

Please submit your resume and cover letter to preschool@parkstreetbrethren.org
before **August 7th**.