



PART-TIME EARLY CHILDHOOD PROGRAMS ASSISTANT

Under the supervision of the Early Childhood Programs Specialist, the Part-time Early Childhood Programs Assistant is responsible for assisting in preparation/coordinating/instructing the school year Preschool Program as assigned.

PRIMARY RESPONSIBILITIES

- The list of responsibilities is not exhaustive and may be supplemented or changed as necessary.
- Helps to develop, teach and implement themes and general lesson plans for the preschool program.
- Assists with the implementation of program curriculum and parent-teacher communication. Helps to organize materials used for lesson plans and their respective activities.
- Cleans and organizes the preschool room following each class day.
- Provides input on assessment of student progress and needs.
- Coordinates with Docents and other guests in the classroom for daily activities.
- Focuses on safety and keeping classroom ratio of instructors to students in the classroom at proper levels at all times.
- Performs other duties as assigned by the Early Childhood Programs Specialist and/or Director of Education.

To perform at a proficient level and be fully qualified, a person would expect to have:

Education (Minimum Needed):

- High School Diploma. Two or four-year degree in an education related field preferred.

Experience (Minimum Needed):

- Experience working with preschool aged children and basic early childhood programming experience preferred.
- Familiarity with Reggio-Emilia inspired approach to education a plus.

Special Skills:

- Well developed writing, organizational and communication skills.
- Working knowledge of personal computers and software applications preferred.
- Caring, nurturing, enthusiastic, and fun-loving personality. Must be able to multi-task and be a team player.

Other:

- Proof of negative tuberculosis test and background check results upon hire.
- TB test conducted annually.
- Position is part-time, non-exempt hourly, approx. 20 hours per week. Monday-Friday morning schedule during school year (September through June). Weekend days may be required on rare occasion.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the job duties, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware/software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

How to Apply

Salary \$11.80 per hour. The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as allowed by law. Please submit resume and cover letter (no phone calls please) by February 14, 2020 to: tpaisley@buffalozoo.org. **Equal Opportunity Employer**