

Montgomery Housing Partnership (MHP) seeks a **PRE-SCHOOL LEAD ASSISTANT (Part-Time)** to support MHP's Community Life Pre/After-School Program. **This is a part-time position: Tuesday-Thursday from 9:00 am to 11:30 am or 1:00 pm to 3:00 pm (site pending).**

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Summary Job Description: The Pre-School Lead Assistant will work under the supervision of the Lead Instructor or Lead Teacher, The Community Life Programs Manager or Coordinator and the Director of Resident Services to ensure the success and quality of the educational and human services programs offered at selected MHP's affordable housing units located in Montgomery County and the DC metro area.

Primary Responsibilities:

- Work under the supervision of the Lead Instructor or Lead Teacher
- Lead the program when the Lead Instructor or Lead Teacher is absent
- Take attendance, when necessary
- Help supervise the students while they are on and off site
- Work in cooperation with other Assistants
- Help keep the classroom area clean and organized
- Arrive and leave on time every day
- Help supervise and coordinate the children's activities
- Help children complete their daily homework and activities
- Serve as a role model for children
- Inform the Site Coordinator of any absences in advance
- Report any incidents or problems to the Site Coordinator immediately
- Provide positive feedback, praise, and encouragement, as appropriate
- Form a positive, professional, and supportive relationship with students and staff
- Attend field trips and follow procedures and guidelines mandated
- Perform other duties as assigned

Qualifications:

- High school diplomas plus, college credits from an accredited college or university
- Three years' experience working with elementary school children
- Experience working closely with people of diverse backgrounds
- Strong oral and written communication skills
- Bilingual English/Spanish/Amharic preferred
- Must be able to cover for Lead Teacher when necessary
- Must have own transportation

Compensation: \$15/hr.-\$17.00/hr. based on your qualifications

Application Process: Please submit your resume and cover letter, by email to: hrjobs@marcumllp.com. Please include the job title, "Pre-School Lead Assistant" in the subject line of your email.