

**EMPLOYMENT OPPORTUNITY  
U.S. EMBASSY RECREATION ASSOCIATION  
AMERICAN EMBASSY, RIYADH**

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| <b><u>JOB TITLE:</u></b> | Pre-School/Day Care Center Assistant Teacher                                    |
| <b><u>HOURS:</u></b>     | Part -time hours per week with overtime as necessary                            |
| <b><u>SALARY:</u></b>    | Hourly wage based on qualifications. U.S. taxes will be deducted if applicable. |

The United States Embassy Recreation Association (USERA) is seeking a qualified candidate for the position of Pre-School/Day Care Center Attendant reporting to the Director of Pre-School/Day Care Center. This contract is for one year. The successful applicant will be responsible for caring for and teaching a small group of children ages 6 months - 5 years for the new Center that will be opening in September. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Supervise and care for a small group of infants and/or toddlers
- Plan daily activities and lessons that correspond with the curriculum
- Teach letters, numbers, and colors
- Plan art, music, and movement activities
- Maintain a safe and healthy environment
- Monitor classroom behavior, recognize and adapt to problems
- Prepare and organize snack
- Responsible for day to day housekeeping, as needed; changing bed linens, maintaining the cleanliness of the Center, and any other housekeeping that is required
- Use appropriate behavior management and classroom discipline
- Attend monthly staff meetings
- Establish consistent communication with parents and children
- Other duties as assigned

**DESIRED QUALIFICATIONS**

- High school degree
- Some training and/or education in child development a plus
- Experience as a caregiver or nanny for infants and/or toddlers
- Must love working with children and be pleasant, calm, flexible, and a team player

**APPLICATION PROCEDURE:**

- Applicants should submit a current resume with cover letter to the USERA office by close of business November 3, 2012. Applicant may also submit resume with cover letter to [gwendy2@hotmail.com](mailto:gwendy2@hotmail.com), [JOHNSONWE2@state.gov](mailto:JOHNSONWE2@state.gov)