
Endicott Preschool

29 Grant Ave
Endicott, NY 13760
(607) 748-1744

Preschool Assistant

OVERVIEW

To hire a person to support the Preschool in fulfilling its mission to demonstrate a "Heart for Our Communities" by providing a developmentally appropriate preschool program for three, four, and five-year-olds where they can develop a positive self-image and discover the joy of learning through guided play.

Preschool GOAL

The person hired for this new position will assist the Preschool in daily duties including greeting, clerical, marketing, and social media operations.

Qualifications

Personal Traits:

- A team player who will be an ambassador for the preschool.
- Grace and warmth, as this person creates the first impression of the preschool.
- The ability to handle sensitive information and keep confidentiality when needed.
- The ability to assess situations and advise the directors of any concerns regarding safety and security.

A working knowledge of the following:

- Communications
- Phone/Fax/Copier
- Computer use
 - Microsoft, including Word
 - Publisher
 - Graphics
 - Outlook
 - Excel
 - Google (Workspace)
 - Dropbox
- Social media mediums

Daily/Weekly breakdown of hours:

When preschool is in session: 20 hours/week - M-F 8:00am - 12pm. When preschool is not in session over summer: 15 hours/week - M-F 9:00am - 12Noon. This P/T position may have the possible option of F/T. (May require extra hours in August as the preschool gears up for new academic year)

Yearly Compensation Agreement:

There will be an initial probation period of two months. The compensation agreement will be reviewed and renewed annually in August, as needed.

Benefits as follows:

- Disability
- Workers Comp
- Paid personal / sick time
- Paid holidays based on Union-Endicott Central School District calendar

To Apply: An application is available to download from our website EndicottPreschool.org. Please forward application along with Letter of Interest, resume, and references to

- businessdirector@endicottpreschool.org or
- Endicott Preschool 29 Grant Ave. Endicott, NY 13760 Attn: Business Director

Position open until filled.