



Charlotte Bilingual Preschool

6300 Highland Avenue | Charlotte, NC 28215
www.bilingualpreschool.org | 704.535.8080

Preschool Program Assistant Job Posting

About CltBP:

Charlotte Bilingual Preschool (CltBP) has dedicated 20 years to providing innovative, two-generation solutions for preparing Spanish-speaking children for success. Core services include the 5-star licensed dual language Preschool Program for children 3-5 and the Family Program, which empowers families as their children's most important teachers. In 2018, CltBP launched an extension of the Preschool Program called the Green Room, a three-year pilot integrating students and families from diverse cultural backgrounds to facilitate the flow of social capital. In 2019, CltBP will be partnering with PC+ as a pilot site for their evidence-based home visiting program. A recent alumni study of CltBP graduates in K-2nd grade indicates CltBP students enter kindergarten ahead of their Hispanic peers and maintain consistent growth and advantage. Join our team and change the future as we enter into our 20th school year of service!

Job Overview:

Reporting directly to the Preschool Program Coordinator, the Preschool Program Assistant is responsible for a range of support tasks including scheduling and coordinating educational activities for children and professional development activities for teachers; implementing screenings and assessments; supporting student registration; and a variety of documentation. This person will also communicate on behalf of the Preschool Program Coordinator.

Requirements:

- Documented experience working with preschool-age children
- Familiarity with early childhood curricula and assessment tools
- Demonstrated experience with project and/or program coordination
- Ability to prioritize tasks
- Excellent attention to detail
- Demonstrated cultural awareness and sensitivity
- Role model for children and families
- Proficient with MS Office and various business software
- Adept at Excel
- Proficient in oral and written communication in Spanish and English
- Bilingual and bicultural English/Spanish preferred
- Early Childhood Education Credential preferred

Apply if you are:

- Passionate about high quality early childhood education; immigrant communities
- Committed to excellence and continuous improvement
- Mission-driven and self-directed
- Welcoming of innovative ideas and different perspectives
- A team player and people person with strong interpersonal skills

How to apply:

- Send your resume and cover letter to Stephanie Watts stephanie@bilingualpreschool.org with the subject line "Preschool Program Assistant Application."