



Kopshti i Tiranës  
Rruga Isa Boletini Nr 87  
Tirana, Albania  
Tel: 355 (0) 42 23 0028  
Cell: 355 (0) 66 650 4449

## **For Hire – Preschool Assistant**

**Location-** Tirana, Albania

**Start Date-**September 1, 2015 (10 month contract)

**Hours-** 8 to 5 Mondays to Fridays

**Salary-** 150 to 300 euros per month (depending on experience) plus benefits

### **Overview:**

Tirana English School is fully dedicated to the advancement of children’s education in Albania. We provide an exploration based program where children are encouraged to develop their natural curiosity and love of learning. To make this happen we have invested heavily in our staff and facilities that includes over 500 children’s books. We believe in innovation and research and are constantly reaching for the stars.

Do you have the passion for early childhood education as we do? Than consider joining our team

### **Roles and responsibilities**

- Oversee the health and safety of the children in the classroom at all times.
- Assist director and preschool teacher with all daily activities



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## **Qualifications-**

### ***The ideal pre-school assistant will have:***

- Fluent in English
- 2 years of experience working with children- this can include working as a nanny, teacher and teacher's assistant
- Must have a loving and fun disposition (our moto is learning through play)
- Loves children enjoys playing with children
- Knows how to be firm but not emotional (think Mary Poppins)
- Does not smoke and lives a healthy lifestyle

### ***Demonstrated competencies in the following are a must:***

- Accountability- Able to fulfill tasks and goals on time
- Preparation- Able to prepare lesson plans and classroom materials
- Teamwork- Be willing to work with others to ensure everyone is successful.
- Communication- Ability to communicate clearly and objectively with staff and parents
- Stamina- Ability to handle the intensity required to work on a high energy level with children
- Self-reflection- Able to receive and provide constructive feedbacks with team
- Passionate and vision driven- You must be passionate about early childhood education and believe in the ethos and value of our program and understand the impact of our work is generational but our labor is day by day.



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### **Our work environment**

**Professional Development-** At TES we believe our staff is our greatest asset. We feel the best teachers are learners. As part of our team you will have the opportunity to

- Collaborate with our international advisory group
- Take part in our weekly leadership and professional training
- Apply for TES scholarships and grants (includes paying up to 50% of approved courses)

### **How to Apply**

Please send CV, two references and cover letter stating your interest and qualification in early childhood education to [elda@tiranaschool.org](mailto:elda@tiranaschool.org) You must be available for interview in person or via skype.