

Employment Opportunities

School Secretary/ Receptionist

Beacon Academy of Arts and Sciences is seeking a School Receptionist to provide secretarial and administrative support to the Administration.

Qualifications:

- A high school diploma and one year of clerical experience. Equivalent education may be considered in lieu of related work experience.
- Excellent communication and customer service skills.
- Be able to fluently speak, read and write in English. Must be able to speak French and Creole.
- Ability to operate common office equipment.
- Experience in a variety of programs and applications such as Microsoft Office and Google for Education are required.
- Ability to establish and maintain a professional relationship with parents, students, staff and administrators.

Teacher Aide

Beacon Academy of Arts and Sciences is seeking a caring Teacher Aid to help our youngsters.

Qualifications:

- Experience working with young children (Preferred)
- Basic understanding of the English Language (Preferred)
- Have completed at least the 8th grade

Pre-K Teacher

Beacon Academy of Arts and Sciences is seeking an experienced, innovative and flexible Pre-K teacher.

Qualifications:

- Bachelor's Degree or beyond in Education or a related field
- Minimum 2 years of experience as an Early Childhood classroom teacher
- Experience working in a Montessori classroom (Preferred)
- Native English Speaker (Preferred)

***Salary and benefits commensurate on experience.**

***Offers of employment are contingent upon completion of a satisfactory criminal background check.**

****Beacon Academy of Arts and Sciences is an equal opportunity employer.***

Please email resume and cover letter to beaconhaiti@gmail.com

