Career Development Center
New York Early Childhood Professional Development Institute

Assistant Teacher

Hamilton-Madison House

New York, NY

Assistant Teacher

Posted on September 5, 2019

Job Description

Hamilton-Madison House's Early Childhood Services is seeking an Assistant Teacher (AT) for our Early Childhood Program, which serves children between the ages of 3-5 years. We are seeking a warm, responsible, dedicated teacher, sensitive to the needs of young children and their families and able to work well with others. The AT works hand in hand with the Group Teacher creating and implementing a developmentally-appropriate curriculum that meets the needs and interests of a given group of children. The AT assists in the proper supervision of a given group of children at all times. The position reports to the Site Education Director

Hamilton-Madison House is an Equal Opportunity Employer

Responsibilities

Responsibilities include but is not limited to:

- Work within the framework of the sponsoring agency of the child care center and carry out its functions, policies and procedures

INTERACTION BETWEEN FACULTY AND CHILDREN

- Interact frequently, affectionately and respectfully with all children every day. This includes: smiling and comforting children. When in close proximity to children, speaking in a calm, friendly, soft and courteous manner
- Be available and responsive to children's needs, questions and requests
- Encourage and model social behavior and expectations that are developmentally appropriate

- Intervene in play in order to maintain safety
- Communicate directly with each child at the child's level

PHYSICAL ENVIRONMENT, HEALTH, SAFETY AND NUTRITION

· Supervises given group of children at all times

· Maintain accurate attendance records

· Complete appropriate paperwork (accident reports, allergy lists, etc.)

· Maintain a clean and safe environment for children at all times. Encourages respect for classroom materials and notifies supervisor in advance when supplies are needed

· Arrange the space in clearly defined, well-organized centers to promote optimal program functioning

· Organize a variety of materials and equipment as to encourage maximum constructive use

· Understands the responsibilities as a mandated reporter

PHYSICAL DEMANDS

· Work is primarily performed in the center environment which is a dynamic place with a high level of physical activity

· Must be able to stand for a majority of the day, bend to be at a child's eye level, perform all activities with the children such as running, dancing, walking, jumping, etc., move from a seated position to a standing position promptly to respond to emergency situations

· Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's wellbeing

CURRICULUM

· Assists the Group Teacher in creating and implementing a rich and developmentally-appropriate curriculum based upon the needs and interests of the students, with a focus on intellectual, social, emotional and physical growth

· Assist the Group Teacher in planning and implementing child-oriented, self-initiated activities while limiting large group, faculty-initiated activities

· Provide more than one option for group activity and maintain flexibility in changing planned activities, according to children's interests

· Create documentation of children's accomplishments through anecdotal notes, work sampling and/or portfolios

· Plan the use of community resources to enrich the educational content of the children's program

· In a timely fashion, assist the Group Teacher in completing all documentation, including, but not limited to, weekly lesson plans, anecdotal notes, checkpoints, home visit forms, parent-teacher conference forms

· Take into consideration the individual needs of children and differentiate instruction to meet their needs

· Provide a variety of developmentally appropriate materials and activities that foster social skills, encourage children to think, problem solve, question and experiment

· Foster positive self-concept development by supporting individuality, independence, and the ability to make choices

· Encourage creative expression that in individualized

FACULTY/PARENT INTERACTIONS

· Acknowledge parents and all classroom visitors

· Demonstrate a friendly, courteous and accommodating demeanor at all times

· Respond to parents' comments and concerns with sensitivity, interest, and respect while maintaining confidentiality

TEAMWORK

· Keep the supervisors informed of any necessary information regarding the care and safety of children

· Establish and maintain a relationship built on trust, cooperation and respect with co-workers

· Offer and share ideas and materials with co-workers

· Communicate directly, work to resolve conflicts quickly and avoid gossip

PROFESSIONALISM

· Attend and participate in all staff meetings, center events, and parent/teacher meetings

· Demonstrate flexibility in assignment and work hours

· Be receptive to feedback and willing to change practices to best serve children

· Maintain confidentiality about issues concerning other faculty members, children and families

· Demonstrate knowledge of ages and stages of development

· Ensure continuity of care for children by reporting to work on tie and maintaining consistent attendance

· Continue professional growth by attending courses, asking for feedback and reading professional literature

· Check HMH email daily as well as staff mailboxes weekly

Qualifications

- High School Diploma plus CDA credential or AA in Early Childhood Education with one year teaching experience with children 2-5 years of age
- Bilingual English/Chinese preferred
- An ability to work positively and patiently with children, parents and staff
- Proficient in MS Office and other industry related technologies

Application Instructions

Submit your cover letter and resume to:

Human Resources

Fax: 212-349-2793

Email: hrdept@hmhonline.org

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