

# Associate Teacher

Brooklyn Schoolhouse

Brooklyn, NY

Assistant Teacher

Posted on June 3, 2021

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## Job Description

We are seeking a warm, patient, collaborative individual to join our small but mighty team of early childhood educators. At Brooklyn Schoolhouse, the Associate Teacher assists the Lead Teacher in planning, organizing and implementing an appropriate instructional and experiential learning program consistent with a play-based approach to education. The Associate Teacher is responsible for creating a warm and nurturing relationship with each child.

## Responsibilities

Essential duties and responsibilities include and are not limited to:

### Pedagogical Responsibilities:

- Assisting the Lead Teacher in teaching all assigned classes
- Contributing to a physical environment that promotes learning and curiosity
- Maintaining a safe and clean environment that promotes health and hygiene
- Assisting with planting and plant care in our school garden beds
- Keeping school garden clean
- Collaborating with the Lead Teacher to implement planned emergent curriculum
- Modifying curricular activities to meet the needs of all children, including those with EI or IEPs
- Monitoring the safety and well-being of all children
- Attending all field trips and opportunities outside of the school for continued learning
- Recording observations of each child's interests and social-emotional growth on a consistent basis

**Administrative Responsibilities:**

- Supporting with cultivation of the school's garden by tending to all indoor and outdoor plants
- Caring for the school's pets
- Writing entries for a weekly class blog under the supervision of the Lead Teacher
- Participating actively in weekly team meetings led by the Lead Teacher
- Organizing school-wide materials and maintaining a neat workplace
- Sharing photos of the class with the team for student records and school marketing
- Presenting at curriculum nights
- Assisting at family-teacher conferences

**Professional Responsibilities:**

- Maintaining an open, friendly, and cooperative relationship with all children, families, and staff
- Collaborating with the teaching and administrative teams throughout the academic day
- Committing to self-growth and instructional improvement
- Embracing feedback, coaching, and mentorship by the administrative team
- Participating actively in weekly staff meetings

**Qualifications**

This can be an entry level position, and we are also interviewing candidates with more experience.

**Application Instructions**

To apply, please send Kim and Abby your resume and cover letter at [info@brooklynschoolhouse.nyc](mailto:info@brooklynschoolhouse.nyc)

**Additional Information**

We look forward to hearing from you!