

Teacher Aide Part Time

Child Development Center at Kingsborough Community College

Brooklyn, NY

Other

Posted on September 9, 2021

Responsibilities

Curriculum and Supervision

- Maintain classroom routines and schedules which include assisting in activities such as group time, choices, lunch, naptime, outdoor time, arrival and departure of children etc.
- Assist with providing a clean, orderly, physical environment conducive to the optimal growth and development of children.
- Accept each child at his/her own developmental level and assist in individualizing activities that help the child grow to the maximum of his/her ability.
- Utilize playground time as a learning experience for the children and as a continuation of the classroom theme.
- Assist in providing children with an environment of acceptance, which will help each child build ethnic pride, develop a positive self-concept, enhance his/her individual strengths and develop positive social relationships.
- Coordinate meal times including set up, meal preparation, serving, and clean up.
- Support Director and teachers in the general implementation of policies and procedures of the Child Development Center.
- Attend all staff meetings and participate in recommended training programs, conferences, courses, and other aspects of professional growth. Maintain confidentiality at all times.

Health and Safety

Follow all emergency medical or accident procedures.

- Participate in monthly Fire Drills
- Maintain current CPR and MAT certification

- Assure general maintenance and security of facility which includes ensuring that equipment and materials are in good working order and are sanitized on a regular basis.
- Assume an equal share of the joint housekeeping responsibilities of the staff.

Parent Involvement

- Encourage parent involvement in all aspects of the program.
- Assist in aspects of the administrative component of the Center i.e. parent meetings, registration, fundraising, inventory control, public relations etc...
- Model positive self-esteem building behaviors when working with children and families.
- Other duties as assigned.

Qualifications

High School Diploma required. Experience working with children ages 2 – 5 years. The Teacher's Aide will primarily concentrate on the educational component of the Program.

Application Instructions

Please apply through the Research Foundation of CUNY Job Postings link:

<https://www.rfcuny.org/careers/postings?pvnID=KB-2108-004206>