

# **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

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