

## Assistant Teacher (Multiple Positions)

Early Childhood Learning Center Programs Inc. (ECLC) @ LaGuardia Community College  
Queens, NY

Assistant Teacher

Posted on April 12, 2022

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### Job Description

Reporting to the Early Childhood Learning Center Associate Director, the person selected for this position will be responsible for assisting a classroom Head Teacher with the general supervision and management of a class of children. Must be at least 18 years of age and in the process of becoming professionally prepared to be a teacher of young children, and meet the requirements as outlined in Article 47 of Department of Health & Mental Hygiene standards. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program, goals, and philosophy.

### Responsibilities

Responsibilities will include, but will not be limited to the following

- Assist in planning and implementing the daily program under the direction of the Head Teacher.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervise the classroom when the Head Teacher is out of the room.
- Help with the general housekeeping tasks.
- Assist the Head Teacher in other ways as requested.
- Maintain a professional demeanor and loyalty to the Center at all times.
- Treat all children with dignity and respect.
- Adhere to code of ethics as outlined by NAEYC

- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- Knowledgeable of the policies and philosophy of the LAGCC Early Childhood Learning Center
- Attend all staff meetings and recommended training programs and conferences.
- Participate in professional organizations that work for the improvement of Early Childhood Education.
- Assist Head Teacher with implementation of appropriate Early Childhood Education experiences.
- Help Head Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center.
- Eat with children family style during scheduled meal time.
- Help to maintain a neat and organized classroom.
- Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
- Attend parent group, orientation and Center functions.
- Supervise all activities to ensure safety at all times.
- Report to Lead Teacher any problem which may occur with the children.
- Observe, record, and report on the behavior of individual children as assigned.
- Support children during transition time and comfort when in distress.
- Familiar oneself with goals and objectives of Department of Health Code.
- Complete all outlined paperwork in a timely manner.
- Adhere to center policy as it relates to Child abuse & Maltreatment.
- Helping children in all areas of the curriculum.
- Assisting with the preparation of the learning environment.

## **Qualifications**

- High school diploma, college credits, Associates degree in Early Childhood Education and or Bachelor Degree in Early Childhood Education.
- Education/Training and Experience Knowledge, Skills and Abilities Requirements  
Candidate must have CPR & First Aid training, Infectious Diseases, Foundations in Health and safety, Anaphylaxis Code Ana Training and Elijah's Law Training.
- Candidate must be able to perform physical activities such as but not limited to lifting items (up to 40lbs), bending, reaching, standing and sitting for periods of time. Reasonable accommodations will be made for employees with disabilities or other needs.
- Candidate must have two hour course in Child Abuse & Maltreatment resulting in an approved child abuse training certificate acceptable to the New York State Education Department & the New York City Department of Health.

## **Application Instructions**

Please send your resume and Cover Letter to Brenda Cotto at [bcotto@lagcc.cuny.edu](mailto:bcotto@lagcc.cuny.edu) with the subject line "Assistant Teacher Opening".

## **Additional Information**

### **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

### **BENEFITS**

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.