

# Early Head Start Teacher

East Side House Settlement Head Start/Early Head Start Program

Bronx, NY

Teacher

Posted on April 29, 2022

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## Job Description

East Side House Settlement (ESH) is a community resource in the South Bronx. We believe education is the key that enables all people to create an economic and civic opportunities for themselves, their families and the communities.

East Side House's Early Childhood programs provide Early Head Start and Head Start services in a safe, supportive, educational environment for children ages 18+ months to 5 years of age. Serving 231 children daily from five locations, the comprehensive program is designed to develop the cognitive, social, emotional and physical skills of children in a safe, supportive environment. Children and families receive a broad range of educational, nutritional, social and preventive health services. Our staff foster partnerships with families so that they can support school learning and achievement as well as advocate for their children and themselves. We expect that all staff will work collaboratively, and with the community, to promote school readiness while creating a safe, healthy and protective environment.

## Responsibilities

***Duties include, but are not limited to the following key activities:***

- Supervise the overall function of the classroom as it relates to toddlers.
- Consider the individual differences and needs of the children's culture, language and special abilities.
- Enhance children's understanding of themselves as individuals and in relation to others by planning with the co-lead teacher a flexible program which provides for individual, small group and large group activities.

- Direct a daily education program for the class by providing an atmosphere in which toddlers will develop a love for learning that develops the child's social/emotional, physical, cognitive, and adaptive skills as developmentally appropriate.
- Observing, recording, and assessing children's developmental growth throughout the school year.
- Encourage children to solve problems, initiate activities, experiment, question and gain mastery through learning.
- Supervising personnel assigned (i.e. teaching interns, volunteers, etc.) to assist with daily group activities.
- Hold regular meetings with class team to discuss plans and evaluate progress of children.
- Preparing educational materials required to implement the daily activity plan.
- Maintaining an orderly physical environment conducive to optimal growth and development of children.
- Attending and contributing to staff and parent meetings.
- Sharing information appropriately with other center staff members.
- Reference research-based toddler curriculum for different methods and new activities for daily activities.
- Schedule parent teacher conferences for the purpose of receiving parent input into program activities, and to familiarize parents with the curriculum so they can carry out activities in their homes and reinforce the child's learning.
- Attend scheduled staff meetings, In-Service Trainings, Educational Meetings and other meetings requested by the Educational Director as it relates to education and professional development.
- Developing positive relationships with parents
  - Following policies and procedures by which information concerning the children and the program can be shared with parents
  - Attending and participating in group parent meetings as required
  - Respecting the confidential nature of all information about parents and children
- Coordinate the involvement of parents in educational activities of the program by encouraging parent participation in the classroom.
- Support community residents, parents and program participant's active involvement in agency community building efforts as well as complete tasks necessary to move these efforts forward

including serving on community building committees as assigned by supervisor.

- Use resources in the community to enhance the program.
- Ensures the safety and well-being of children/participants by being diligent in engagement, attentive to their needs, cognizance of surroundings, and capable of administering immediate assistance as needed.”
- Responsible for curriculum/lesson planning with classroom teams.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Qualifications**

#### **Required Education and Experience**

- Associates degree in Early Childhood Education, Bachelor’s Degree in Early Childhood Education preferred
- Child Development Associate preferred

#### **Required Clearances**

- NYC Department of Investigation Comprehensive Background Clearance
- NYC Department of Health Medical Clearance
- NYS Statewide Central Registry Clearance
- NYS Staff Exclusion List Clearance
- NYS Sex Offender Registry Clearance
- COVID Vaccine-As a recipient of Federal, State, and local funds, all staff are expected to be fully vaccinated or able to obtain vaccination before their start date
- At least one to two years of experience working with toddlers in a school setting

### **Application Instructions**

#### **To Apply**

Visit East Side House website: [www.eastsidehouse.org/careers](http://www.eastsidehouse.org/careers)

### **Additional Information**

**Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8am to 4pm or 8am to 4:30pm. Workdays/hours subject to change based on ESH's program needs.

**Remote Work**

ESH has determined that up to (0%) of this position can be remote due to COVID-19. Subject to change as public health conditions evolve.

**Travel**

Travel may be necessary from one site to another for staff coverage purposes.