

Daycare Assistant/ Lead Teacher

Step with purpose LLC

Brooklyn, NY

Teacher

Posted on May 20, 2022

Responsibilities

- Plan/Assist with the Head Teacher with activities, programs, and trips at all times while on duty, including monthly fire drills and fire drill documentation.
- Plan/Assist in all custodial and classroom maintenance duties.
- Learn facilitation and supervision skills and apply these to age appropriate activities; for example, numbers, behavior reinforcement, the alphabet, table-manners and songs.
- Work cooperatively with the program director, Teachers and staff to ensure the cleanliness and safety of every child.
- Keep track of inventory including food, supplies and materials
- Assist with afterschool pick up
- Must be prepared in scrub uniforms Monday- Friday(school colors)
- Must make sure children are in uniform Monday-Friday
- Assist with one to one with a child, if needed.
- Responsible for all children at all times!
- Assist in food preparation and food delivery according to meal schedule and the needs of the individual child.
- Assist in potty-training any student that needs to be potty-trained/diapering.
- Answer the phone and record messages in a professional manner.
- Greet parents and children in a professional and friendly manner at all times!!
- Maintain all forms ex.. behavior form, attendance sheet, mark on child...reports & log book

Qualifications

- Must be friendly, easy-going, flexible schedule, patient, and a creative problem solver.
- Must respect diversity and be open to a multicultural environment.
- Must be able to take constructive criticism and be willing to improve habits if necessary.
- Must show initiative – interact with the children without having to be asked, etc.
- Must demonstrate reliable and consistent work habits, including punctuality and self-responsibility (getting time sheets signed, creating curriculum, arts & craft etc.).
- Must READ and RESPOND TO ALL EMAILS
- Must BE DEPENDABLE, RELIABLE, AND HAVE LOVE FOR CHILDREN
- Willingness to ask for clarification if something is not clear. Must maintain Excellent attendance.

Application Instructions

If you are interested in any of the positions listed above, please email Shauna Frederick at Shauna.Frederick@cuny.edu, please include either you resume to be shared with the employer or your permission to share the resume we have on file in the Network.

Additional Information

Requirements

- Must be fingerprinted
- Must be able to attend training as needed (must be flexible with days & hours for training)
- 3 References
- Must have NYC Dept. of Health and Mental Hygiene Bureau of Daycare Annual Staff Health Form completed.(MEDICAL)
- \$25.00 Money Order for state Clearance
- Must be able to pass a Criminal Back Ground Check
- Must have a High School Diploma (Early childhood AS, or CDA preferred)