

# Daycare Assistant/ Lead Teacher

Step with purpose LLC

Brooklyn, NY

Teacher

Posted on May 20, 2022

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## 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](mailto:Shauna.Frederick@cuny.edu), please include either your 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 Background Check
- Must have a High School Diploma (Early childhood AS, or CDA preferred)