

# Teacher Aide

Hudson Guild

New York, NY

Assistant Teacher

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## Job Description

Under the supervision of the Site Supervisor of Early Childhood Education, the Teacher Aide will assist in facilitating curriculum and instruction, overseeing and maintaining accurate records, and maintain a healthy and safe environment for children.

## Responsibilities

### RESPONSIBILITIES:

- Assist the Lead and Assistant teacher in the classroom.
- Assist the Lead and Assistant teacher in creating an environment in which children develop trusting and accepting relationships with adults and peers that foster growth and development.
- Assist the Lead and Assistant teacher in developing and facilitating a curriculum that is appropriate and provides opportunities for children's meaningful exploration.
- Assist the Lead Teacher and the Assistant Teacher in overseeing and maintaining accurate records on each child.
- Assist the Lead Teacher and the Assistant Teacher in encouraging parent involvement.
- Participate in offered trainings, workshops, in-service days, and/or all-staff conferences.
- Maintain certification requirements and proof of attendance in professional activities.
- Support the growth of the center including participating in program-wide goal setting and individual and program self-assessment.
- Adhere to all state and city licensing requirements, teacher child/ratios, and CPR/first aid certification.

- Maintain a healthy and safe environment for children (i.e. clean toys, shelves, neat classrooms, reported damaged / broken equipment toys, etc.)
- Participate in community-building activities sponsored by program and agency to encourage participants to support these activities.
- Other duties assigned by supervisor.

## Qualifications

**REQUIRED QUALIFICATIONS:** High school diploma or equivalent. The Teacher Aide must satisfy Federal Head Start requirements, NYC Department of Health and Mental Hygiene (Article 47), and UPK guidelines.

**PREFERRED QUALIFICATIONS:** Early Childhood training and/or experience. Have a child development associate (CDA) or be enrolled in a CDA program that will be completed within 2 years or employment. Bilingual (English/Spanish) or (English/Mandarin) a plus.

## Application Instructions

If interested, please apply through the link below:

<https://hudsonguild.bamboohr.com/careers/271>