

Teacher Aide

Hudson Guild

New York, NY

Assistant Teacher

Posted on October 11, 2022

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>