

Substitute Teacher Aide

University Settlement

New York, NY

Other

Temporary

Onsite

\$15.00 - \$15.00 an hour

Posted on May 25, 2023

Organization Statement

Overview University Settlement is one of New York City's most dynamic social justice institutions, with an impressive legacy as the first settlement house in the nation. For 130 years, University Settlement has been an anchor in the low-income and immigrant communities where we work, offering pioneering programs in early childhood care and education, youth development, eviction prevention, literacy, theater and visual arts, senior services, and mental health. Each year, we engage over 40,000 New Yorkers through our network of 30 sites in Manhattan and Brooklyn. Our mission is to empower residents by building on their strengths through comprehensive, quality services that meet the current needs of the community; innovation that anticipates future needs; and advocacy to improve the community as a whole.

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The Early Childhood Center located at 184 Eldridge Street in the Lower East Side serve children from 2 years to 5 years using the "Dual Model" for serving Head Start and Child Care eligible children and their families.Â Following Head Start Performance Standards the program aims at providing comprehensive early childhood care and education including health, nutrition, mental health and school readiness curricula and measurements to address achievement gaps.Â Family services are fully integrated into each aspect of the program to ensure full participations from families.Â

Job Description

Responsibilities:

- Participate under the guidance of the Head Teacher to complete assignments in support of daily classroom program and activities.

- Maintain an organized, safe, and sanitary classroom for children and assist with classroom set up and clean on a daily basis while also documenting classroom maintenance responsibilities.
- Assists in recruiting parent volunteers and provides support to volunteers working in the classroom.
- Provides assistance with writing required reports and completing various forms.
- Assist with entering observations, work samples, and photos into online database for each child.
- Assists with arranging field trips, home visits, and ordering supplies and materials.
- Attends and participates in staff and parent meetings and in training and development sessions.
- Maintain up-to-date regulation required trainings.
- Performs other related duties as required by supervisor to fulfill job responsibilities.

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Qualifications

- High School Diploma or GED required, college experience or diploma preferred
- Must have experience working with young children
- Must be comfortable using a computer and accessing the InternetÂ
- Bilingual English/Spanish or English/Chinese preferred
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Apply at the following link:Â [Substitute Teacher Aide \(paycomonline.net\)](https://paycomonline.net)