

# Teacher Aide

Brooklyn Kindergarten Society

Brooklyn, NY

Other

Part-time

Onsite

\$16.00 - \$16.00 an hour

Posted on January 23, 2024

## Organization Statement

Brooklyn Kindergarten Society (BKS) has dedicated itself to providing high quality early childhood education to children from low-income families for the last 125 years. We serve nearly 450 children in full-day educational classes, each enriched with pre-literacy and language programs as well as arts and music instruction. BKS recognizes that families “the key to children’s success” often benefit from resources and support beyond the classroom. To that end, our social services staff provides counseling, referral services, and workshops for children and their families. We were rated one of the top seven school readiness programs in Greater New York (out of 1,700 organizations reviewed) by Root Cause Foundation. We provide full day, year-round care for children who are stimulated by the various curriculum studies initiated by them and guided by the principles of the Creative Curriculum.

## Job Description

Teacher Assistants assist in the implementation of developmentally appropriate curriculum (Creative Curriculum) for the assigned classroom, as provided by classroom lesson plan or team. They are expected to provide consistent and responsive care; create daily routines and meaningful experiences that are responsive to children’s individual strengths, interests and needs and ensure safety and security of all children. Teacher Assistants also assume the role, duties and responsibilities of the Early Childhood Education Teacher when there are vacancies and absences.

## Responsibilities

### SCOPE OF INFLUENCE

- Assist in the direction of a class of students (maybe mixed age) through daily activities

- Communicates with families about children's progress and work

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## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### **Planning and Program Implementation (50%)**

- **Planning (25%)**
  - Understand the goals and objectives of BKS
  - Grasp curriculum goals and objectives and articulate what children are learning about each unit
  - Have an understanding of how children will achieve those goals through academic and social activities
  - Identify classroom materials needed to support the implementation of the curriculum towards achieving goals.
- **Program Implementation (25%)**
  - Engage in children in conversation
  - Provide positive guidance for children
  - Support in lesson plan implementation
  - Provide assistance during meal times, bathroom breaks, and handwashing breaks.

### **Additional Educational and non-Educational Duties (35%)**

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- **Assessment system (15%)**
  - Support assistant and group teachers with assessment responsibilities like maintaining observation logs and other running records
  - Navigate systems like Teaching Strategies GOLD online (assessment system).
- **Supervision (10%)**
  - Assist to provide consistent supervision that takes into account developmentally appropriate activities and health needs of the group and individual child.
- **Relationship Building (5%)**

- Foster relationships with key stakeholders e.g., teachers, family workers/social workers, parents and guardians for the purposes of school readiness.

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- **Promoting professional growth (5%)**

- Assume responsibility for professional performance and self-reflection

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**Other (15%)**

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- Fulfill roles as mandated reporter as stated in Child Abuse and Neglect Polices.
- Foster relationships with key stakeholders e.g., teachers, family workers/social workers, parents and guardians for the purposes of school readiness.
- Perform any other work-related duties necessary to the smooth functioning of the facility as requested by the supervisor.

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**Qualifications**

- Minimum of 6 months experience working with children ages 2-4 years old
- A 2.5 minimum culminate high school GPA, Associate's degree preferred
- CDA in early childhood education preferred
- Experience working with low income populations and diverse cultures.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

**Application Instructions**

Send resumes to [resumes@bksny.org](mailto:resumes@bksny.org)