

Lead Teacher- Ehs Children's Corner

University settlement society of ny

Brooklyn, NY

Teacher

Full-time

Onsite

\$45,000 - \$52,000 a year

Posted on January 25, 2024

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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Responsibilities

Responsibilities:

- Lead classroom sessions
- Provide educational support to classroom staff
- Develop lesson plans and implement an engaging, challenging and playful classroom curriculum
- Provide primary care to classroom children
- Administer developmental assessment on children

- Develop consistent, stable and supportive relationships with families and children
- Develop goals for children in the classroom based on developmental assessment
- Maintain written observations of the childrens experience in the classroom
- Assist in identifying children with special needs and facilitate referrals
- Maintain appropriate materials in the classroom
- Provide guidance and training to program staff and help mentor the assistant teachers.
- Develop knowledge of services available to families in the community
- Maintain proper documentation on classroom and program activities
- Conduct home visits to each childs home at least twice per program year
- Track attendance and Child and Adult Care Food Program (CACFP) records
- Conduct parent meetings and parent teacher conferences
- Attend professional development conferences and training as required
- Assist with classroom set up and clean up on a daily basis
- Other duties as requested by supervisor to fulfill job responsibilities

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Qualifications

Qualifications:

- NYS Certification in Early Childhood Education recommendedÂ
- Bachelorâ€™s degree required
- English/Spanish strongly preferred
- Two to three years experience working with toddlers in a classroom setting
- Must have at least one to two years of experience supervising classroom staff
- Must have good organization, communication and writing skills

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Employee Benefits Highlights:

- **Generous Time Off:** 20 vacation days, 12 sick days, and 2 personal days (available after 3 months of service), plus 13 holidays in the first 8 years.
- **Comprehensive Health Coverage:** Medical, Dental, and Vision plans from Emblem HIP, Anthem Blue Cross Blue Shield, Aetna, and Cigna for employees and dependents. Stipend available for eligible employees opting out.
- **Financial Wellness Programs:** Access to pre-tax savings accounts, including Health Care FSA, Dependent Care FSA, and Commuter & Parking Expense Program. Additionally, a 403(b) Retirement Plan with a 6% salary match after 1 year of service.

Hours: 35 hours per week

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We are committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

[Lead Teacher- EHS Children's Corner \(paycomonline.net\)](https://paycomonline.net)

apply with this link