

# Assistant Teacher

Urban Strategies Inc.

Brooklyn, NY

Assistant Teacher

Full-time

Onsite

\$16.00 - \$17.50 an hour\*

\* Salary negotiated through City of New York and DC 37 Local 205 (Union)

Posted on July 10, 2024

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## Organization Statement

Urban Strategies Inc. is a Brooklyn based, non-profit, social services agency serving New York City's under-served and hard to reach population since 1976.

Our mission is through our endeavors, we continuously strive to promote, empower, enhance, motivate and contribute to the general well-being of our youth, families and the community in which we serve.

## Job Description

**Assist in the planning and execution of a program to provide a high-quality childcare experience for children while celebrating and supporting the educational, social - emotional, cultural, psychological developmental and health needs of each individual child as well as the group.**

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## Responsibilities

**ASSIST IN THE SUPERVISION OF A GIVEN GROUP OF CHILDREN**

- To share the responsibility for keeping equipment and material accessible and in good condition in order to encourage maximum constructive use by the children.
- To share responsibility for removing or reporting any damaged or hazardous equipment to the director or other designated person so that necessary action may be taken.
- To share responsibility for planning and supervision an appropriate arrangement of classroom equipment and furniture designed to promote optimal program functioning.
- To assist in the overall planning for the best use of shared space in relation to the total center program.
- To assist in planning the use of community resources to enrich the educational content of the childrenâ€™s program.
- To assist in developing a program of sound educational goals appropriate to the age and developmental level of children, which enable them to make the most of future educational opportunities.

## **RESPONSIBILITY FOR PROFESSIONAL GROWTH**

- To share with classroom associates their mutual knowledge and understanding of the community and the sponsoring agency of which their center is a part.
- To promote his or her own professional growth of development through participation in regularly scheduled conferences, classroom group conferences, and staff meetings.
- To share with other classroom personnel the performance of routine chores related to all areas of the program.
- To participate, wherever feasible, in related training opportunities as these become available.
- To participate in objective discussions on his/her own professional performance in supervisor conferences with the group teacher and/or director.

## **Qualifications**

The assistant teacher shall meet the requirements set by the Agency for Child Development and the sponsoring agency of the day care center in which he/she is employed.

These requirements include, but are not limited to:

High school diploma or GED

CDA certificate

Completion of the ATAS examination offered by NYSED

Associate degree (AA or AS) in Early Childhood Education

Be at least 18 years of age

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Address: Urban Strategies Inc. #5 / Dr. Georgia L. McMurray, 675 Lincoln Avenue, Brooklyn, New York 11208

Email: [drglm@urbanstrategiesny.org](mailto:drglm@urbanstrategiesny.org)

Tele: (718) 235 - 1215

Fax: (718) 235 - 1211

## Additional Information

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