Career Development Center
New York Early Childhood Professional Development Institute

Classroom Assistant Teachers (2)

Children's Center at John Jay College of Criminal Justice, Inc.

New York, NY

Assistant Teacher | Full-time, Part-time | Onsite | $20.00 - $22.00 an hour*

* Depending on Qualification

Posted on July 29, 2024

Organization Statement

In a warm and nurturing environment, the Children's Center at John Jay College provides quality child care, and an early education program that meets the needs of both the student parent and the young child. The early childhood center supports John Jay student parents, to fully participate in college life and attain their educational goals. The Center's early childhood program is designed for children of ages 6 months to 4 years of age.

Job Description

-Provide daily support, guidance and instruction while meeting the needs of each individual child throughout the daily schedule and classroom routine.

-Follow and implement developmentally appropriate practices and age-appropriate activities with children.

-Familiarity with the Creative Curriculum.

-Follow-up and communication with the Center Director on all matters pertaining to the operations of the classroom, students, and parents.

-Collaboration, and team player with all other classroom staff and or classroom volunteers, interns, work-study, etc.

-Maintain an ethic code of confidentiality.

-Adhere to all policies, procedures of the DOHMH, CUNY, John Jay College and all other regulatory agencies.

-Supervise children at all times to ensure their safety and well-being.

-AttendÂ staff meeting, staff trainings, professional development, and other Center functions and activities.

-Be responsive to Lead Teachers and other supervisors, taking and following through on requests and directions in a cooperative manner.

-Pass on information from parents to Lead Teachers, and referring parents to Lead Teachers as appropriate.

-BeÂ professional and supportive to others, in the spirit of maintaining a professional work environment.

-Be flexible to meet program needs, including assisting teachers and children in other groups as needed.

-Perform other duties as assigned.

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Responsibilities

-Be familiar with, and act in accordance with the Center's philosophy, policies, procedures and goals.

-Meet theÂ needs of all assigned children at all times.

-Work cooperatively with all other staff and administration.

-Set regular job related goals to further personal and professional growth.

-Be punctual, and reliable.

Qualifications

Minimum Qualification:Â

AA Degree in ECE

CDA Credential

Study Plan with College Credits in ECE

Preferred Qualification:

Bachelor's Degree (ECE)

Study Plan- College Credits in ECE

- **Minimum Education Level:** CDA Credential

- **Preferred Education Level:** Associate's Degree

Application Instructions

Send resume to: childrenscenter@jjay.cuny.edu

Additional Information

No phone calls

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