

Head Start Assistant Teacher

West Harlem Head Start & Family Child Care Network

New York, NY

Teacher

Full-time

Onsite

\$34,200 - \$38,500 a year*

* Salaries are based upon credential held.

Posted on October 21, 2024

Organization Statement

Since 1965, West Harlem is a federally funded, not-for-profit, community-based organization that provides free, comprehensive, early childhood development services to economically disadvantaged children and their families in Central Harlem and Washington Heights in upper Manhattan.

West Harlem Head Start focuses on education, health, nutrition, safety, and mental health services. The program operates under the areas of Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management. West Harlem's curriculum follows the Head Start Program Performance Standards. The program offers social services to the families of the children it serves and promotes parent involvement.

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Job Description

West Harlem Head Start preschool operates from a team teaching model which encourages and expects all members of the classroom team to become active participants in planning and implementing the curriculum. Each member of the team has four major roles :

- To be a role model for children.
- To be a source of security, and affection for all children.
- To be an active participant in planning activities for the children and in carrying them out.
- To help children handle conflict using positive discipline techniques.

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Responsibilities

The Assistant Teacher must demonstrate competency in providing effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework, NYS Early Learning Guidelines, including for children with disabilities and dual language learners as appropriate.

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Qualifications

Minimum Qualifications:

• Child Development Associate (CDA) Credential

• One year of documented experience working/volunteering in a program for children under 5 years of age

Desired Qualifications:

• Associate or Baccalaureate degree in Early Childhood Education or enrolled in a course of study in pursuit of such degree

• NYS Teaching Assistant Certification

• One year or more documented experience working/volunteering in a program for children under 5 years of age

- **Minimum Education Level:** CDA Credential (with credit-bearing certificate)
- **Preferred Education Level:** Associate's Degree

Application Instructions

Please send a copy of your resume to:

Eliana Mims: elianam@westharlemel.com

Andrea Hayes: andrea Hayes@westharlemel.com

Additional Information

Benefits:

- 401(k) Retirement Plan
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Downloaded from Early Childhood Job Board on September 16, 2025

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