Assistant

Almond Tree Preschool

Brooklyn, NY

Family Child Care Provider   Full-time, Part-time   Onsite $18.00 - $21.00 an hour*

* Hourly rate is $18- $21 based on experience & education

Posted on November 13, 2024

Organization Statement

We are a small, dedicated early childhood education program for children, licensed by the NYS Office of Children and Family Services. We believe in fostering a warm, joyful, and supportive environment where children, families and staff thrive, learn, and grow.

Our cheerful classroom contains a mixed-age group of 12 children who are 2 years old to 5 years old. Our curriculum is a blend of play and hands-on activities.

Why Join Us?

- A supportive and collaborative team environment

- Opportunities for professional development

- Small, intimate class size allowing for meaningful connections with children and families

- Competitive salary and benefits

- Flexible working hours (Full-time/Part-time options available)

Job Description

This is an exciting opportunity to work alongside a team of caring educators, supporting children's development through play and hands-on activities. Interested candidates must be warm, patient, kind and nurturing to young children, in addition to possessing college credits in early childhood.

Responsibilities

- Bring joy and creativity to the classroom environment and children learning

- Maintain a calm, joyful, and inquisitive demeanor while interacting with children and families.

- Have a warm, gentle, supportive approach with children and implement positive behavior guidance strategies

- Plan and implement a daily schedule of learning experiences that promote children's social-emotional, cognitive, physical, math, language/literacy and physical development

- Observe, document and assess children's development

- Spend time outdoors daily to promote children's physical development

- Conduct parent teacher conferences to provide feedback on children's development progress

- Foster strong relationships with children, families, and staff to create a community-based learning atmosphere.

- Keep the classroom clean and organized, creating a positive and welcoming environment

- Support social, emotional, cognitive and behavioral development in children through individualized and group activities.

- Cultivate positive relationships with children, families and work-team

- Provide ongoing feedback to families about their child's progress

- Maintain accurate records of children's attendance, progress, and daily activities

- Assist visitors from regulatory and affiliate agencies

- Attend professional development and complete required trainings

- Serve prepared meals that meet nutritional requirements

- Spend time outdoors daily, in all weather conditions, to support children's physical development.

- Assist children with personal hygiene ie diaper changing/potty, handwashing

- Clean, sanitize, disinfect surfaces

- Complete the required trainings for program licensure, including fingerprinting, background checks.

Qualifications

- Child Development Associate Credential, currently pursuing one or college credits in early childhood

- minimum of either 2 years of experience caring for children
- 15 hours health and safety training with certificate (we will provide instructions)
- current Pediatric & Adult CPR and First Aid (complete on your own)
- a current medical statement (we will provide the form for your doctor to complete)
- start fingerprinting and background check (we will provide how-to instructions)
- 2 professional references (one must be child-related) and 1 personal reference that are not relatives
- Meet the physical demands of the role, including standing, sitting, bending, reaching, and lifting up to 40 lbs.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential (with credit-bearing certificate)

Application Instructions

Send resume to almondtreepreschool@yahoo.com