

# Bilingual Spanish Teacher's Aide

Children's Aid

Manhattan, NY

Assistant Teacher

Full-time

Onsite

\$34,362 - \$34,362 a year

Posted on December 20, 2024

## Organization Statement

Children's Aid is a professional powerhouse of solutions for young people. We are teachers and social workers, coaches and health care providers. We know what it takes to ensure children grow up strong and healthy, and ready to thrive in school and life: excellent education and health care, social-emotional support, and strong, stable families.

## Job Description

### Description:

Taft Early Childhood Center (1724-26 Madison Avenue)

34,362

### Position Summary:

Reporting to the Education Director, the Teacher's Aide will work with their teaching team to ensure that all children reach developmentally appropriate milestones through the implementation of evidence-based curricula, individualized support, and high-quality learning environments. The Teacher's Aide will focus on making sure that all the children and families will be ready to be successful in Kindergarten and in life while ensuring that all Head Start Performance Standards and site-specific funding regulations are met or exceeded. The incumbent will understand and promote the organization's Mission, Vision, and Core Values to ensure alignment with the functions of the position.

Â

## Equal Employment Opportunity (EEO) Statement

It is the policy of Children's Aid to provide equal employment opportunity to all employees and applicants for employment and is dedicated to maintaining a work environment that is free from harassment and discrimination. Children's Aid will not tolerate discrimination, harassment or retaliation on any basis, including race, creed, color, national origin, ethnicity, alienage or citizenship status, gender/sex (including pregnancy), disability, religion, source of income, sexual orientation, gender identity or expression, age, familial status, caregiver status, military status, marital or partnership status, status as a victim of domestic violence, sexual violence or stalking, predisposing genetic characteristics, arrest or conviction record, credit history, unemployment status or any other characteristic protected by federal, state or local law. Children's Aid is committed to complying with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Children's Aid will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner and will take appropriate corrective action, if and where warranted. Children's Aid prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

The incumbent is expected to work a schedule, whether in-person or hybrid, as determined by the department's needs to facilitate effective collaboration with the team. This flexibility is essential for maintaining seamless communication, fostering teamwork, and ensuring the smooth operation of the department's processes. The position's requirements are subject to periodic review and adjustment based on organizational needs and changes in work dynamics.

## **Responsibilities**

**Essential Duties:** Under the direct supervision of the site's Education Director, the Teacher Aide's responsibilities include the following:

### **Strategic Oversight**

- Understand and promote the organization's Mission, Vision, and Core Values to ensure alignment with organizational policies and procedures.
- Support the lead teacher in implementing strategies that align with educational goals and organizational standards.

### **Curriculum Implementation**

- Assist the lead teacher in implementing the designed curriculum, ensuring activities are age-appropriate, engaging, and aligned with learning objectives
- Collaborate with the teacher to adapt and modify instructional materials to meet the diverse needs of students

### **Classroom Preparation**

- Prepare and organize materials and resources needed for daily lessons, activities, and projects
- Set up and maintain an inviting and conducive learning environment, including the arrangement of learning centers and displays

### **Small Group Instruction**

- Conduct small group activities under the guidance of the lead teacher to reinforce lesson concepts and provide additional support to students as needed
- Monitor and assess student progress during small group sessions, providing feedback to the lead teacher

•

### **Individualized Instruction**

- Work one-on-one with students who may require extra assistance, ensuring they receive personalized attention to meet their specific learning needs
- Collaborate with the lead teacher to implement individualized education plans (IEPs) and accommodate students with diverse abilities

### **Behavioral Support:**

- Support the lead teacher in maintaining a positive and inclusive classroom environment by reinforcing classroom rules and expectations
- Address behavioral challenges by employing positive reinforcement strategies and seeking guidance from the lead teacher or school administration

### **Technology Integration**

- Support the integration of technology tools into the curriculum, helping students with educational software and assisting in managing technology resources within the classroom

•

### **Record Maintenance, Screening and Assessment**

- Assist in the administration and scoring of assessments to track student progress and contribute to the overall assessment process
- Provide feedback to the lead teacher on student performance and areas that may require additional focus
- Assist the Lead Teacher and the Assistant Teacher in overseeing and maintaining accurate records on each child
- Assist in daily observations and documentation of child development
- Observe and document students'™ development to request additional support from lead teacher and or Educational Director

## Â

### Family Engagement

- Foster positive communication with parents, sharing information about classroom activities, student progress, and upcoming events
  - Assist in organizing and participating in parent-teacher conferences and other school-related events
  - Recruit new families for our program through tabling, advertising in the school community, and hosting recruitment events

### Data Analysis

- Collect, analyze, and report on data related to student progress and classroom activities to inform continuous improvement efforts.
- Utilize data to identify trends, gaps, and areas for improvement in instructional practices and student support.

### Professional Development

- Â Â Â Complete and participate in required trainings and workshops specified for Early Childhood and the agency
- Â Â Â Engage in ongoing professional development opportunities to enhance knowledge and skills related to early childhood education and instructional support
- Â Â Â Collaborate with the lead teacher and participate in team meetings to discuss curriculum updates and effective instructional Â Â strategies
- Engage in self-assessment and reflection coaching experiences such as completing self-assessment surveys, video recording, coaching, and collaboration sessions.

- Complete all Early Childhood required trainings

### **Health and Safety Compliance**

- Follow City and Federal guidelines pertaining to health and safety protocols to ensure the well-being of children
- Be aware of and adhere to emergency procedures, including evacuation plans and first aid protocols
- Adhere to all state and city licensing requirements e.g. teacher child/ratios, and constant and competent line of sight supervision of children
- Must abide by privacy laws, including HIPAA, etc.

### **Qualifications**

**Minimum Qualifications:** The Teacher's Aide must have qualifications that satisfy Federal Head Start requirements, the New York City Department of Health and Mental Hygiene Article 47 regulations, and Universal Preschool Guidelines. The Teacher's Aide will need to have qualifications that satisfy one of the following conditions:

- A High School/ Local Diploma or GED is required
- Pre-K or Toddler Child Development Associate (CDA) credential is required for applicable position assignment

### **OR**

- A High School/ Local Diploma or GED is required
  - Study plan to complete the CDA credential within 24 months of hire is required

### **Key Competencies:**

- Bilingual in English and Spanish
- At least 1-year experience working with infants and toddlers, and children with Special Needs
- Dedicated, excited and passionate about teaching and learning with young children
- Professional approach with effective communication skills.
- Reflective on own teaching practice and willing to develop and increase capacity
- Must abide by privacy laws, including HIPAA, etc.

A review and final determination of credentials and qualifications are reserved for the site Education Director and the Children's Aid Director of Early Childhood Programs.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential

## Application Instructions

Please apply here:Â [https://childrensaidrccorp.peoplefluent.com/res\\_viewjob.html?optlink-view=view-33296&ERFormID=res\\_newjoblist&ERFormCode=any](https://childrensaidrccorp.peoplefluent.com/res_viewjob.html?optlink-view=view-33296&ERFormID=res_newjoblist&ERFormCode=any)

---

Downloaded from Early Childhood Job Board on July 6, 2025  
Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=4900>