Career Development Center
New York Early Childhood Professional Development Institute

Head Start Assistant Teacher

Grand Street Settlement

Bronx, NY

Assistant Teacher | Full-time | Onsite | $33,440 - $41,071 a year*

* Benefits include life insurance, 401k, vacation, personal, and sick time off

Posted on March 7, 2025

Organization Statement

Grand St. Settlement's history is long and storied. Birthed from the efforts of our founder, Rose Gruening, Grand St. Settlement has grown into one of the largest, most impactful, and most trusted social services organizations in New York City. The one thing that hasn't changed? Our focus on supporting our neighbors.

Job Description

The Assistant Teacher will work collaboratively with the Lead Teacher to ensure the successful operation of a classroom with a total of 15-20 children. The Assistant Teacher also works with a team of other classroom teachers and family members to implement the curriculum to achieve outcomes for children of all abilities. For the start-up phase for 2 years this will be an evolving position. Interim roles and responsibilities will be adjusted and this position requires an individual to be flexible. Job responsibilities will be revisited once all center-based sites are up and running.

Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Center Director, the Assistant Teacher shall be responsible for:

- **Child Growth & Development:Â** Implements a child-centered curriculum to its fidelity and learning environment that encourages positive social interaction, active engagement in learning, and self-motivation to promote development in all domains for children of all abilities.Â

- **Planning:Â** Responsible for collaborating with the Lead Teacher in the preparation of daily lesson plans and individualization for children. Â Collect daily anecdotes and write observations for children. Â Assess children with Teaching Strategies Gold online three times a year
- **Program Implementation:Â** Provide positive guidance and discipline supporting children as they acquire readiness skills for kindergarten and beyond
- **Family Partnerships:Â** Encourage parent participation in staff-parent conferences and home visits discussing their childâ€™s development and education
- **Communication and Service Coordination:Â** Maintain regular contact with parents and complete appropriate documentation; Â Direct developmental concerns to the Health, Nutrition and Disabilities Coordinator
- **Record Keeping and Reporting:Â** Request supplies as needed and participate in classroom/program inventory as requestedÂ
- **On-going Monitoring and Self-Assessment:Â** Work with teaching team to analyze child outcomes on a classroom basis two- three times a yearÂ
- Collaborate with family advocate and coordinators in providing high quality comprehensive services
- Participate in coaching opportunities and professional development training development
- Ability to lift 35 pounds
- Other duties as assigned

Qualifications

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Minimum â€“ Associates in Early Childhood Education; BA/BS in Early Childhood Education preferred.Â
- Minimum two years of previous teaching experienceÂ
- Ability to work with children and families with special developmental, social or cultural needs
- Ability to maintain written records and manage time to ensure the completion of assigned work
- Ability to foster and maintain positive, professional relationships with participating families
- Basic computer literacy in email, Microsoft Office.
- Obtain CPR and First Aid certification within the first year of employment.Â

PRE- EMPLOYMENT REQUIREMENTS:

- Clearance through DOI Fingerprint Screening, NYS Central Registry, Sex Offender Registry clearance, 3 reference checks, physical examination with updated TB test, Varicella, Tdap, MMR (fees may apply)
- Obtain Mandated Reporter training certificate (every 2 years) and comply with agencyâ€™s policy and procedure regarding identification and reporting of child abuse and neglect
- Obtain First Aid/CPR and Preventive Infectious Diseases Certificate within the first year of employment
- Meet all employee health requirements in Article 47 (DOHMH) and Head Start Performance Standards.Â
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

HOW TO APPLY:

Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position you are applying for. Â If selected, we ask that you also provide us with three (3) professional references that we can contact (at least two (2) professional references should be from a former supervisor). Please click on the link provided below or use the link in a search bar and apply online through our career center.Â

https://workforcenow.adp.com/jobs/apply/posting.html?client=grandst&ccId=19000101_000001&type=MP&lang=en_US

No phone calls, please!

Please be advised that job offers can only be made once your clearances come through!

Additional Information

EQUAL OPPORTUNITY EMPLOYER (EOE)

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