

Assistant Teacher - Ehs - Children's Corner

University Settlement Society of New York

Brooklyn, NY

Other

Full-time

Onsite

\$20.87 - \$23.07 an hour

Posted on April 24, 2025

Organization Statement

University Settlement partners with 40,000 New Yorkers on the Lower East Side and in Brooklyn every year to build on their strengths as they achieve healthy, stable, and remarkable lives. For 135 years, weâ€™ve collaborated with our communities to pioneer highly effective programs that fight poverty and systemic inequality. Established in 1886 as the first Settlement House in the United States, we bring the values of that movement into the 21st century by meeting New Yorkers where they live, listening to their perspectives, recognizing their excellence, understanding them as complete individuals, and creating space for them to organize. Joining together with our neighbors to advocate for justice and equality, we help build community strength.Â Â

Job Description

Responsibilities:

- Under the guidance of the Teacher, plan and complete assignments in support of daily classroom program and activities.
- Conduct home visits at least twice per year for each family
- Provide primary care to classroom children
- Maintain an organized, safe and sanitary classroom for children
- Assist with classroom set up and clean up on a daily basis
- Complete and document daily, weekly and monthly classroom maintenance responsibilities
- Assist in the development and implementation of the curriculum
- Develop consistent, stable and supportive relationships with families and children

- Be part of a team in assessing family needs and child development status, and in creating classroom goals
- Maintain proper documentations of classroom sessions
- Maintain written observation of the children's experience in the classroom
- Assist in the recruitment of families for the program
- Attend and participate in program wide activities that include staff and parent meetings, events, trainings and professional development sessions as required
- Maintain up-to-date regulation required trainings
- Other duties as requested by supervisor to fulfill job responsibilities

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Work Schedule: Full time, Monday - Friday, 8:00am - 4:00pm, 35 hours per week

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We are committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.

Qualifications

Qualifications:

- High School Diploma or HSE required, Bachelors degree preferred
- Teacher Assistant Certification or CDA
- Experience working with children
- Bilingual English / Spanish or Chinese preferred
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please apply through our

website:Â <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=205656&clientkey=7A5FE56A2CFE30F5EB7FCFD927E49F8B>

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