

Assistant Teacher/Teacher's Aide (Floater)

Starrett Early Learning Center

Brooklyn, NY 11239

Assistant Teacher

Full-time

Onsite

\$18.00 - \$20.00 an hour

Posted on July 23, 2025

Job Description

POSITION DESCRIPTION

Title:

Assistant Teacher/Teacher's Aide

Department:

Starrett Early Learning Center

Reports To:

Tammy Moore

Location:

125 Schroeders Avenue/1325 Pennsylvania Avenue

Position Status:

Full Time

SUMMARY OF POSITION:

The Assistant Teacher/Teacher's Aide must have a minimum of 2 years of experience working with children full time in an early childhood classroom.

The Assistant Teacher/Teacher Aide must meet the Department of Education and Department of Health qualifications as specified in its policy manual.

The Assistant Teacher/Aide reports directly to the Executive Director and or the Education Director.

The Starrett Early Center's Assistant Teacher/Aide role requires an independent learner who is, detail oriented, efficient, analytical, and reliable.

This role requires someone who can manage multi-tasking on various levels. He or she must be able to follow and execute multi-step directions.

Under the classroom supervision of the Lead Teacher, the Assistant Teacher/Teacher's Aide will be responsible for working within the framework of Starrett Early Learning Center to carry out its functions, policies and procedures.

The Assistant Teacher/Teacher's Aide will provide direct support as deemed pertinent to the Lead teacher in all instructional components and curriculum implementation.

The Assistant Teacher/Teacher's Aide will serve as a role model in the classroom for students.

He or she will be responsible to grow professionally and maintain an active study plan.

The Assistant Teacher/Teacher's Aide will work to maintain a positive professional relationship with parents and guardians.

ESSENTIAL FUNCTIONS:

- The Assistant Teacher/Aide must be able to work collaboratively within a team.

- He/She will possess effective classroom management and demonstrate a strong ability to manage time and adhere to deadlines.
- He or should also demonstrate leadership skills, be able to multitask and take initiative.
- The Assistant Teacher/Aide must complete mandatory 2 hours of training in child abuse maltreatment, identification, reporting and prevention. In addition, must complete a minimum of 15 hours of training each year in subjects related to child health, safety, supervision and early childhood development.
- The Assistant Teacher/Aide is responsible to assist the Education Director in making sure Starrett Early Learning Center is clean, safe and in compliance to Department of Health regulations on a daily basis.
- The Assistant Teacher/Aide Teacher is responsible to ensure safety, direct supervision of students, cleanliness and organization in maintained in the classroom at all times.
- The Assistant Teacher/Aide will assist in developing a program of sound educational goals appropriate to the age and developmental level of children

The above is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of the job. It is not to be construed as an exhaustive statement of all the job functions

REQUIREMENTS & COMPETENCIES:

To be successful, Assistant Teacher/Aide an employee must maintain confidential information regarding the personal history of employee records. Should possess the following skills:

- Ability to identify gaps and create improvements
- Teamwork and Collaboration
- Task Management
- Communicate effectively and clearly
- Time management
- Technology: Computer, Word, Excel, Microsoft
- Willingness to be flexible

- Classroom management

EDUCATION / WORK REQUIREMENTS:

- Teacher Aides must have a minimum of High School Diploma or GED.
- Assistant Teachers must have a minimum of an AA or AAS degree in Early Childhood or related field or NYS Assistant Teacher Certification

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use discretion and exhibit high level of confidentiality.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

SAFETY & SECURITY:

All workers are under obligation to follow rules and regulations pertaining to safety and security. Failure to comply with safety & security rules and regulations will result in disciplinary action up to and including termination of employment

EVALUATION METHODOLOGIES:

This position will be evaluated based on the incumbent's ability to prioritize, time management skills and flexibility. In addition, the incumbent's performance will be measured and evaluated according to the standardized tool used for all employees providing service to internal and external customers and incorporating Company's policies and procedures.

Responsibilities

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Qualifications

EDUCATION / WORK REQUIREMENTS:

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- Assistant Teachers must have a minimum of an AA or AAS degree in Early Childhood or related field or NYS Assistant Teacher Certification
 - **Minimum Education Level:** Highschool Graduate or GED
 - **Preferred Education Level:** Some College Credits

Application Instructions

Send resume and cover letter to t.binns@starrettelc.org.

Additional Information

n/a

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