

# Child Care Teacher Assistant

Almond Tree Preschool

Brooklyn, NY 11225

Assistant Teacher

Full-time, Part-time

Onsite

\$17.00 - \$21.00 an hour

Posted on January 21, 2026

---

## Organization Statement

Almond Tree is a small, vibrant early childhood program nestled in the heart of Prospect Lefferts Gardens, Brooklyn. We provide a joyful, nurturing space where children ages 2 to 5 are encouraged to grow through play, exploration, and meaningful learning experiences. As part of our Team, you'll help create a safe, warm supportive and engaging environment where children feel safe, seen and heard, and where their development is supported across all areas.

## Job Description

**You will work collaboratively with Team Members to:**

- Supervise and actively engage children throughout the day with warmth, attentiveness, and care
- Build nurturing, responsive relationships with children to support their social and emotional growth.
- Support children's daily routines including arrival, meals/snacks, circle time, large/small groups, transitions, outdoors, rest, diapering/toileting, handwashing, and departures
- Prepare materials and maintain an organized, inviting classroom environment
- Plan and implement activities that reflect children's interests and developmental stages
- Observe and document children's progress to inform instruction
- Foster positive partnerships with families through regular communication and family engagement
- Clean and sanitize classroom spaces, toys and surfaces regularly
- Support parent-teacher conferences

- Support licensing, inspection and official visits
- Perform recordkeeping activities ie attendance, incident reports, observations
- Perform other duties as needed in a collaborative team setting

## **Responsibilities**

### **You will work collaboratively with Team Members to:**

- Supervise and actively engage children throughout the day with warmth, attentiveness, and care
- Build nurturing, responsive relationships with children to support their social and emotional growth.
- Support children's daily routines including arrival, meals/snacks, circle time, large/small groups, transitions, outdoors, rest, diapering/toileting, handwashing, and departures
- Prepare materials and maintain an organized, inviting classroom environment
- Plan and implement activities that reflect children's interests and developmental stages
- Observe and document children's progress to inform instruction
- Foster positive partnerships with families through regular communication and family engagement
- Clean and sanitize classroom spaces, toys and surfaces regularly
- Support parent-teacher conferences
- Support licensing, inspection and official visits
- Perform recordkeeping activities ie attendance, incident reports, observations
- Perform other duties as needed in a collaborative team setting

## **Qualifications**

- Must be at least 18 years old
- Minimum of 2 years experience working with young children
- Complete a successful background check and fingerprinting through the NYC Department of Health to be hired
- At least 10 hours of Health and Safety Training on the ECETP website (will provide additional information about this)
- Have a Pediatric CPR/First Aid certified (or willing to obtain before the start date)

- 2 professional references from a child-related role plus 1 personal reference
- Physically able to lift up to 30 lbs, bend, crouch, kneel, balance, sit on floor, stand and walk for extended periods, and engage in active play indoors and outdoors
- Possess a positive attitude and communication, punctual, reliable, work well with others
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

## **Application Instructions**

Send resume to director at [almondtreepreschool@yahoo.com](mailto:almondtreepreschool@yahoo.com)

## **Additional Information**

### **Benefits**

- Up to 27 days paid time off
- Opportunity to work overtime as needed
- Paid trainings and paid college tuition after 1 full year of employment