

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

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