

# Assistant Teacher

Stephen Wise Early Childhood Center

New York, NY 10023

Assistant Teacher

Full-time

Onsite

\$35,000 - \$50,000 a year\*

\* Starting salary commensurate with experience

Posted on February 27, 2026

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## Organization Statement

At Stephen Wise Free Synagogue's Early Childhood Center, values of progressive education, creative play-based experiences, and building a strong Jewish identity have always been central to our educational mission. We remain true to these core traditions, responsive to the changing needs of families, and committed to innovation and excellence.

Our philosophy is based on the world-renowned schools of Reggio Emilia, Italy, which value children as capable, strong, and rich with wonder and knowledge. We believe in a constructivist, play-based approach to education. Through play, our children are empowered to explore their surroundings, form relationships with teachers and peers, and work with a wide variety of materials to create, experiment, and discover. Our children learn in meaningful contexts, using everyday moments as opportunities for growth and learning.

## Job Description

Under the supervision of the ECC Director, the assistant teacher shall be responsible for creating a loving classroom community that meets the needs of each individual child, collaborating with fellow teachers, developing relationships with families and committing to professional development to continue to grow as a professional.

## Responsibilities

Under the supervision of the ECC Director, the assistant teacher shall be responsible for:

Children:

- Creating a classroom community that encourages independence, inquiry, and empathy
- Maintaining proper supervision of children at all times, keeping in line-of-sight of all children, and fostering age-appropriate risk-taking
- Designing an aesthetically appealing classroom environment that supports play and exploration and evolves as the children's interests change and develop
- Integrating Judaism into daily classroom life with attention to the Jewish calendar and Jewish values/big ideas, connecting with synagogue supports as needed
- In collaboration with head teacher, keeping observational notes on individual children to track progress, strengths and concerns in all areas of development—social emotional, cognitive and physical
- Collaborating with head teacher on the content of reports and referrals for ongoing schools and/or for special education evaluations as needed to be reviewed by the ECC Director

#### Colleagues:

- Promoting a healthy working environment where all members of the classroom are treated with respect and kindness
- Meeting regularly with fellow classroom teachers to collaborate by sharing ideas, planning curriculum, and working on documentation including daily journals and journey binders
- Sharing in all classroom responsibilities including but not limited to setting up daily provocations, cleaning the classroom and toys, caring physically for children, and replenishing supplies as needed
- Welcoming SEITs or other service providers and establishing the tone they are expected to maintain within the classroom

#### Parents:

- Promoting a friendly, engaging community among classroom parents
- Maintaining open communication with parents both individually and as a group—this includes but is not limited to daily journals, emails, conferences and phone calls
- Ensuring that parents feel welcome to share thoughts, ideas and be an active part of classroom life

- Maintaining professional boundaries with parents as personal staff information should not be shared with families in person, email or via social media

ECC:

- Attending and participating in weekly staff meetings
- Interacting professionally and respectfully with all staff
- Utilizing resources to continue independent professional development
- Assisting in maintaining organization and cleanliness of communal areas of the ECC
- Contributing to the growth of the school community through reflective practice and the sharing of innovative ideas

## Qualifications

Prior early childhood classroom experience.

- **Minimum Education Level:** CDA Credential (with credit-bearing certificate)
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Send resume to [mkalmar@swfs.org](mailto:mkalmar@swfs.org).