Career Development Center
New York Early Childhood Professional Development Institute

Assistant Preschool Teacher

Henry Street Settlement

New York, NY 11369

Assistant Teacher | Full-time | Onsite | $22.00 - $22.00 an hour

Posted on November 11, 2026

Organization Statement

The Henry Street Early Childhood Center provides a nurturing, safe, and engaging environment for children aged two to four years old. Our program supports the social, emotional, physical, cognitive, and language development of young learners through a developmentally appropriate curriculum.

Teachers implement the New York City Department of Education 3-K and Pre-K curriculum, which promotes cognitive development and creativity through activities such as music, movement, dramatic play, and visual arts. The program is licensed by the New York City Department of Health and complies with all applicable regulatory standards. This position reports to the Lead Teacher and Program Director.

Job Description

Job Overview

Division/Department: Education – Early Childhood Education
Position Type: Regular, Full-Time, Non-Exempt
Schedule: Monday–Friday (37.5 hours per week)
Available shifts may include:
• 8:00 a.m. – 3:30 p.m.
• 9:00 a.m. – 4:30 p.m.
• 10:30 a.m. – 6:00 p.m.

Pay: $22 per hour
Location: Fully onsite, Lower East Side, NYC

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Job Summary

The Assistant Preschool Teacher supports the Lead Teacher in maintaining a nurturing, safe, and stimulating classroom environment. This role assists with implementing age-appropriate activities, supervising children, and supporting daily classroom operations. The Assistant Teacher works collaboratively with the Lead Teacher and Teacher Aide to promote children's development while maintaining accurate documentation and supporting communication with families.

Qualifications

• High school diploma required-associates degree in early childhood education preferred
• Minimum two (2) years of experience working with preschool-aged children (ages 2–5) in a classroom setting
• Demonstrated ability to assist with planning classroom activities and observing children's development
• Basic knowledge of early childhood development and developmentally appropriate practices (DAP)
• Ability to help maintain classroom records and documentation
• Strong organizational, communication, and interpersonal skills
• Ability to multitask and work effectively in a fast-paced environment
• Knowledge of DOH Article 47 standards and other childcare regulations preferred
• Experience working with children and families from diverse cultural, linguistic, and economic backgrounds
• Interest in supporting families experiencing challenges such as transitional housing or language

barriers
• Bilingual (English/Spanish, English/Mandarin, or English/Cantonese) a plus
• Current CPR/First Aid certification, Mandated Reporter, and DASA training preferred or ability to obtain

Responsibilities

• Support the Lead Teacher in creating a nurturing, safe, and healthy classroom environment that promotes children's social, emotional, intellectual, and physical development
• Assist with implementing developmentally appropriate activities and lesson plans aligned with the Creative Curriculum and NYS Pre-K standards
• Supervise and engage children in classroom and outdoor activities to ensure safety and positive behavior
• Assist with observing children and documenting developmental progress when needed
• Support the Lead Teacher in maintaining accurate and up-to-date classroom records, including attendance, health logs, and observation notes
• Foster positive and respectful relationships with children, families, and colleagues
• Assist with classroom setup, organization, and maintaining a clean and safe environment
• Participate in parent communication and classroom events such as parent meetings, newsletters, and conferences as directed by the Lead Teacher
• Help ensure children are supervised at all times and that classroom routines run smoothly
• Serve as acting classroom lead when necessary in the absence of the Lead Teacher
• Participate in staff meetings, trainings, and professional development opportunities
• Maintain professional and ethical conduct consistent with Henry Street Settlement standards
• Perform additional duties as assigned to support the Early Childhood program

Essential Physical Job Functions

• Ability to climb two flights of stairs
• Ability to lift to 25 pounds
• Ability to stand, stoop, or bend for extended periods
• Ability to work onsite in the Lower East Side

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- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

Application Instructions

Apply to Link: Assistant Preschool Teacher-Henry Street Settlement-New York, NY

Language Requirements

English

Additional Information

- FLSA Status: Non-Exempt
- Worker Type: Regular (Benefits Eligible)
- References Required? Yes
- Background Check Required? Yes
- Proof of Education Required? Yes

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