

Job Title	Co-Teacher
PVN ID	GS-1807-002582
Category	Instruction and Social Service
Location	The GRADUATE CENTER
Department	Child Care Center
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Aug 13, 2018 (Or Until Filled)

General Description

The CUNY Graduate Center Child Development and Learning Center is committed to providing a full-day play based, developmentally appropriate early childhood education and care for the preschool children of Graduate Center students, faculty and staff. We have an opening for a Co-Teacher in the 3-4's classroom, which will have an enrollment of up to twelve children. The Center also serves as a lab school for GC students and faculty conducting early childhood related research.

Other Duties

Responsibilities include:

- Ensure the safety and well-being of the children by providing close supervision at all times.
- Help to plan and implement developmentally appropriate curriculum and activities that support the entire group as well as each child's individual development.
- Partner with parents to promote understanding of the growth and development of their child.
- Share in the preparation of twice yearly progress reports for each child and conduct parent teacher conferences and meetings.
- Maintain a portfolio on each child based on observations, anecdotal records and children's work.
- Attend weekly staff meetings, professional development workshops and required trainings.
- Share in the supervision and mentoring of classroom assistants, student teachers and interns.
- Work collaboratively as a member of a team.

Qualifications

Masters Degree in Early Childhood Education or currently enrolled in MA program.

NYS Teaching Certification (Initial or Permanent)

Experience in a preschool classroom