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<b>Job Title</b>	Assistant Teacher
<b>PVN ID</b>	KB-2506-006881
<b>Category</b>	Instruction and Social Service
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Childcare
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$36,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 09, 2025 (Or Until Filled)

## General Description

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The Kingsborough Community College Child Development Center provides high-quality early care and education for children ages 2 to 9, specifically serving the children of KCC student-parents. In addition to early education, the center supports student-parents through academic assistance and parent education programs. The center also serves the broader KCC community by offering work-study opportunities and functioning as a demonstration and observation site for adult learners in child development.

### Position Overview:

The Teacher Assistant supports the Lead Teacher in implementing the daily classroom program and curriculum under the supervision of the Lead Teacher and the Center Director. This position plays a vital role in maintaining a safe, nurturing, and stimulating learning environment while helping children grow intellectually, socially, and emotionally.

### Key Responsibilities:

- Assist the Lead Teacher in planning and executing daily classroom activities and curriculum
- Provide direct care and supervision to children in the classroom
- Observe and document individual children's behavior and development as assigned
- Contribute to the completion of developmental assessments using \*\*Teaching Strategies GOLD\*\*
- Help maintain a clean, organized, safe, and engaging classroom environment
- Support with classroom setup and cleanup on a daily basis
- Complete and document daily, weekly, and monthly classroom maintenance tasks
- Build consistent, supportive relationships with children and families
- Participate in family engagement efforts and classroom goal-setting
- Maintain accurate records and documentation of classroom activities and child observations
- Assist in recruiting families for the program as needed
- Attend and actively participate in staff meetings, parent-teacher conferences, center events, and required professional development sessions
- Stay current with required trainings and certifications in accordance with licensing regulations

- Maintain confidentiality regarding children, families, and staff
- Perform other duties as assigned by the supervisor to support the center's operations

Location: Kingsborough Community College Child Development Center

Position Type: Full time Assistant Teacher

Reports To: Lead Teacher and Center Director

## Other Duties

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## Qualifications

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- High School Diploma or High School Equivalency (HSE) required
- Bachelor's Degree in Early Childhood Education or related field preferred
- Teacher Assistant Certification or Child Development Associate (CDA) credential preferred
- Minimum of 2 years of experience working with children in an early childhood setting
- Strong interpersonal and communication skills
- Ability to work collaboratively as part of a teaching team
- Knowledge of child development and positive behavior support strategies

Preferred Qualities:

- Familiarity with Teaching Strategies GOLD or similar assessment tools
- Experience working in a childcare setting or an Early Childhood classroom
- Bilingual skills are a plus