

<b>Job Title</b>	Certified Group Teacher
<b>PVN ID</b>	LA-1809-002703
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Early Childhood Learning Center Programs
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 04, 2018 (Or Until Filled)

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## General Description

LaGuardia Community College, located in Long Island City, Queens, educates more than 50,000 New Yorkers annually through degree, certificate and continuing education programs. Our guiding principle, “Dare To Do More”, reflects our belief in the transformative power of education—not just for individuals, but for our community and our country—creating pathways for achievement and safeguarding the middle class. LaGuardia is a national voice on behalf of community colleges, where half of all US college students study. Part of the City University of New York (CUNY), the College reflects the legacy of our namesake, Fiorello H. LaGuardia, the former NYC mayor beloved for his championing the underserved. Since our doors opened in 1971, our programs regularly become national models for pushing boundaries to give people of all backgrounds access to a high quality, affordable college education. We invite you to join us in imagining what our students, our community and our country can become. Visit [www.laguardia.edu](http://www.laguardia.edu) to learn more.

The Group Teacher assists the Assistant Director with Administrative duties. The Group Teacher will primarily be concentrated on the educational component of the program. In the absence of the Assistant Director, the Group Teacher will assume full responsibility of the classroom, ensuring the efficient functioning of the Early Childhood Learning Center classrooms. The Group Teacher will also plan and implement developmentally appropriate daily activities in accordance with the Creative Curriculum and Department of Education guidelines. Monitor and supervise children’s activities to ensure health and safety. The Group Teacher will also guide Teacher Assistant(s) in the implementation of programming, as well as intern teacher training. Additional responsibilities include:

- Planning and conducting daily activities that are developmentally appropriate while implementing Common Core standards;
- Model high quality program practice to staff, families, and visitors;
- Assessing children as required;
- Implementing activities that foster family involvement;
- Supervise a given group of children in all activities, including trips and other outings;

- Promote professional growth of the classroom by sharing mutual knowledge;
- Promote sound parent relationships by attending and participating in parent workshops and meetings;
- Share records with staff members when appropriate and in line with compliance standards;
- Implement effective program curriculum;
- Attend trainings and meetings as required;
- Guide Assistant Teachers/Interns in the implementation of proper curriculum and a healthy/safe environment;
- Maintain accurate records including attendance;
- Complete assessments related to curriculum (i.e. progress of the children);
- Complete all administrative responsibilities in a timely manner;
- Develop a sound program that meets educational goals;
- Use community resources to enrich educational content;
- Assist with the National Association for the Education of Young Children (NAEYC) Accreditation process;
- Other duties as assigned.

## Other Duties

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## Qualifications

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- Bachelor's Degree or Master's Degree in Early Childhood Education or related field
- NYS Teacher's Certification in Early Childhood Education (Birth – Grade 2) preferred
- Two years of experience working in a group setting with children
- First Aid and CPR training required
- Proficiency in Microsoft Office
- Knowledgeable in NAEYC accreditation process