
Job Title	Teacher Assistant
PVN ID	QC-2307-005752
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Child Development Center
Status	Part Time
Hourly Rate	\$16.00-\$17.96
Hour(s) a Week	12.00-19.00
Closing Date	Mar 01, 2024 (Or Until Filled)

General Description

- Assisting the group teacher in planning and implementing the daily lessons plans
- Aiding in general routines and classroom responsibilities: record keeping, housekeeping tasks, arrival and departure
- Establishing a safe, clean and stimulating classroom environment in conjunction with group teacher
- Assisting the group teacher in establishing good communication with parents. Is able to discuss child's physical condition, current behavioral patterns and positive development of child's skills with parents
- Working with the group teacher to assess each child's cognitive, physical, social and emotional skills and development and designing activities to enhance skills
- Helping the group teacher to build a cooperative and supportive teaching team
- Assuming supervision of the classroom when the group teacher is absent
- Attending staff meetings scheduled by the director and group teacher and recommended workshops and conferences

Other Duties

- Participating in all Center fundraising and public relation events
- Maintaining a professional attitude and loyalty to the Center and using Center policies as guidelines in relating to parents and the public

- Assuming an equal share of the joint housekeeping responsibilities of the staff
- Establishing and maintaining positive communication and appropriate interactions with other staff members

Qualifications

- Must be high school graduate and enrolled in college level coursework