

Job Title	ASSISTANT TEACHER
PVN ID	YC-1807-002629
Category	Instruction and Social Service
Location	YORK COLLEGE

Department

Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 26, 2018 (Or Until Filled)

General Description

Under the supervision of the Teacher, the Assistant Teacher will aide in the implementation of an age appropriate child-oriented curriculum and assist in the general supervision and management of the classroom.

Other Duties

Other duties:

- Assisting the group teacher in planning and implementing the daily lesson plans.
- Establishing a safe, clean, and stimulating classroom environment in conjunction with the 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 teacher to assess each child's cognitive, physical, social and emotional skills and development and designing activities to enhance these skills.
- Work with the teacher to observe and record children's actions, interactions and skill levels, and maintain a system of recording the observations.
- Helping the group teacher to build a cooperative a supportive teaching team.
- Aiding in general routines and classroom responsibilities: record keeping; housekeeping tasks; arrival and departure; etc.
- Assuming supervision of the classroom when the teacher is absent.
- Attending staff meetings scheduled by the Director and/or teacher and participating in recommended staff development opportunities.
- Participating in all Center fundraising and public relations events.
- Exhibiting a professional attitude and maintaining loyalty to the Center by using Center policies as guidelines as guidelines when communicating with 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

Core Competencies/ Qualifications:

AA, 60 college credits, or CDA required Bachelor's degree preferred.

Minimum of 2 years experience in an early child care and education group setting with children of diverse backgrounds, previous campus child care experience or experience with children ages 1-3 preferred.

Candidate must comply with all NYC Department of Health and Mental Hygiene requirements for medical, fingerprinting and child abuse screenings.

Skills in child behavior management.

Knowledge of child development.

Ability to work effectively as a part of a team.

Good written and oral communication skills.