

<b>Job Title</b>	Assistant Teacher
<b>PVN ID</b>	YC-1901-002877
<b>Category</b>	Instruction and Social Service
<b>Location</b>	YORK COLLEGE
<b>Department</b>	Child and Family Center
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 02, 2019 (Or Until Filled)

## General Description

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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

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- 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

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**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.**