POSITION: Birth to Five Assistant Teacher
DEPARTMENT: Early Childhood Services
REPORTS TO: Center Director
SALARY: $29,000.00 to $30,500.00

**Job Summary:** This position serves as an Assistant Teacher for a Grand Street Settlement Early Childhood classroom. The Assistant Teacher will work collaboratively with the Group Teacher to ensure the successful operation of a classroom with a total of 15-20 children. The Assistant Teacher also works with a team of other classroom teachers and family members to implement the curriculum to achieve outcomes for children of all abilities.

**EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:**
- Associates in Early Childhood Education; BA/BS in Early Childhood Education preferred.
- Minimum two years of previous teaching experience
- Basic computer literacy in email, Microsoft Office.

**ESSENTIAL JOB RESPONSIBILITIES WILL INCLUDE**
The Assistant Teacher’s responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

**Child Growth & Development:** Implements a child-centered curriculum and learning environment that encourages positive social interaction, active engagement in learning, and self-motivation to promote development in all domains for children of all abilities. Complete home visits twice a year and as needed in support of child/family outcomes.
- **Planning:** Responsible for collaborating with the Group Teacher in the preparation of daily lesson plans. Assist with planning and coordinating parent involvement activities and events.
- **Program Implementation:** Provide positive guidance and discipline supporting children as they acquire readiness skills for kindergarten and beyond.
- **Family Partnerships:** Encourage parent participation in staff-parent conferences and home visits discussing their child’s development and education
- **Communication and Service Coordination:** Maintain regular contact with parents and complete appropriate documentation; Direct developmental concerns to the Health, Nutrition and Disabilities Coordinator; Maintain confidentiality of child and family information (verbal and written)
- **Record Keeping and Reporting:** Request supplies as needed and participate in classroom/program inventory as requested. Work with teaching team to analyze child outcomes by looking at various data sources and making
- **On-Going Monitoring and Self-Assessment** – Complete child assessments and analyze data on child outcomes three times a year along with Group Teacher. Conduct parent teacher conferences 2 times a year. Complete developmental and behavioral screenings within 45 days of the child entry and do referrals as needed for disabilities and mental health.
- Follow applicable state regulations and agency policies regarding the prevention and reporting of child maltreatment.
- Participate in annual performance evaluation to set short- and long-term professional goals.
Participate in coaching opportunities, professional development, staff meetings, and reflective supervision sessions
- Being able to lift 35 pounds easily and regularly
- Practice positive teacher-child relationships including but not limited to working and speaking with children face-to-face at their level
- Special projects and duties, as assigned and as required.

Pre-Employment Requirements:
- Comprehensive Background Clearance through Department of Health and Mental Hygiene-IdentoGo Fingerprint Screening, NYS Central Registry, Sex Offender Registry clearance, SEL check, 3 reference checks, physical examination with updated TB test, varicella, Tdap, MMR (fees may apply)
- Obtain Mandated Reporter training certificate (every 2 years) and other Department of Health and Mental Hygiene and Head Start Performance Standard training requirements.
- Please submit your resume and cover letter to Rebeca Rodriguez, Head Start Director.

Apply at https://www.grandsettlement.org/careers