

# Assistant Teacher

Hudson Guild

New York, NY

Posted on March 17, 2021

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## Job Description

*Our mission is to create and sustain a strong, effective community that acknowledges and responds to the potential, achievements and interdependence of its diverse members. Rooted in and primarily focused on the Chelsea neighborhood, we seek to empower all individuals and families to achieve their highest potential, while maintaining a priority on those in economic need.*

Under the supervision of the Education Director/Site supervisor of Early Childhood Education, the Teacher Assistant will assist in facilitating curriculum and instruction, overseeing and maintaining accurate records, and maintain a healthy and safe environment for children.

## Responsibilities

- Help Lead Teacher in carrying out lesson plans and daily activities
- Work collaboratively with classroom staff to ensure a safe, healthy, and nurturing classroom
- Assist in effectively communicating the development and progress of children with families using cultural sensitivity
- Assist group teacher in maintaining up to date documentation for children in your classroom, including assessing children in the classroom, writing monthly observations, and conducting home visits
- Assist group teacher in maintaining and updating classroom setting regularly
- Attend monthly in-service training and other professional development training
- Follow governing agency guidelines including the Department of Health & Mental Hygiene, Head Start, Administration for Children's Services, and Universal Pre-Kindergarten
- Performs other duties as assigned

## Qualifications

### REQUIRED QUALIFICATIONS:

- BA in Early Childhood Education
- Flexibility between the hours of 8am - 6pm, Monday – Friday

### PREFERRED QUALIFICATIONS:

- CDA Certification
- Bilingual in either Spanish/English; Mandarin/English; Cantonese/English