

Teacher's Aide (Part-Time)

Union Settlement Association, Inc.

New York, NY 10029

Other

Part-time

Onsite

\$20.00 - \$20.00 an hour

Posted on September 3, 2026

Organization Statement

Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For over 130 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlement's current programmatic portfolio includes the following service areas: Early Childhood Education, Youth Development and Opportunity, Family Services (including the Family Enrichment Center, the Family Childcare Network, and the East Harlem Community Partnership, NYC Benefits, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development. Union Settlement serves more than 15,000 individuals and nearly 1,000 businesses every year.

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit www.unionsettlement.org, visit

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Job Description

Position: Teacher's Aide

Department: Early Childhood Education

Reports to: Educational Directors/Site Director

Hours: Part-time; 8:30am-1:30pm or 1pm - 6pm

Salary: \$20.00 per hour.

FLSA: Non-Exempt

Location: On-Site; Leggett Memorial, Union Johnson and Union Carver

Position Summary:

Under the supervision of the Group Teacher, the Teacher's Aide will assist in the planning and execution of a program that implements an approved agency curriculum to provide daycare for children. This program will take into account the educational, social, developmental, and health needs of the group, as well as the individual child. The Teacher's Aide will work within the framework of Union Settlement to carry out its functions, policies, and procedures; observe the schedules in the center, and adhere to its established personnel policies and practices.

Responsibilities

Responsibilities:

- Assist in developing a program of sound educational goals appropriate to the age and developmental level of children to enable them to make the most of future educational opportunities.
- Assist in creating and executing weekly lesson plans in accordance with the approved agency curriculum.?
- Keep equipment and material accessible and in good condition to encourage maximum constructive use by the children.?
- Remove and/or report any damaged or hazardous equipment to the Educational/Site Director or designated individual so necessary action may be taken.

- Assist in the planning of appropriate arrangement of classroom furniture designed to promote optimal program functioning.
- Maintain good working relationships and objective attitudes with classroom staff.
- Expand professional growth and development through participation in individual and classroom group conferences and related training opportunities.
- Inform and share information regarding the program and children with parents.
- Ensure confidentiality of all information regarding children and parents.
- Participate in regularly scheduled supervision meetings with the Educational/Center Director and/or Group Teacher. Discuss professional performance objectively and utilize supervision as a source of information and professional guidance.?
- Update and maintain all records as required and necessary for the effective administration of the center and the development of the program. Share records and work with appropriate classroom and center staff.?
- Perform routine duties in the classroom and center related to all functions of the program.
- Fulfill the overall classroom function of the Group Teacher in his or her absence, when requested.
- Additional duties as assigned by the Group Teacher, Educational/Center Director, and the Director of Early Childhood Education.

Qualifications

Qualifications:

- At a minimum, a High School Diploma or GED with documentation of enrollment to an accredited college or university, taking courses to obtain an Associate's or Bachelor's Degree in Early Childhood Education or related field; or documentation of enrollment in a CDA credential program that will be completed in two years.
- Child Development Associate credential (CDA) is preferred and must be current to be valid.?
- One year of experience working with preschool-age children is preferred.?
- Successful Personal Employment Tracking System (PETS) and State Central Registry (SCR) clearances are required.?
- Demonstrated knowledge of Head Start Performance Standards preferred, but not required.
- A dedicated work ethic combined with excellent organizational ability and interpersonal skills.

- Good computer skills and writing ability.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- A strong desire to help improve the lives of the residents in the East Harlem community.
- Bilingual (English/Spanish) is a plus.

CORE COMPETENCIES

- **Leading Others:** Creates a sense of urgency throughout the organization on the importance of achieving outcomes. Inspires, influences, and enables team members to reach their goals
- **Facilitating Change:** Approaches challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlement's goals.
- **Managing Performance:** Evaluates and revises goals semi-annually with the team. Provides consistent supervision and documents performance highlights and concerns
- **Applying and Developing Expertise:** Embraces and leads the team to achieve milestones. Seeks and supports professional development opportunities for team members. Manages finances and budgets effectively
- **Communicating and Collaborating:** Listens well and actively engages with others with honesty and integrity and holds team accountable to the same standard

Union Settlement's Diversity, Equity & Inclusion Commitment

Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

To apply, please visit [Teacher Aide \(Part-Time\)](#) and submit your application and resume. All applications must be submitted through our online application portal.

Language Requirements

English

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