Career Development Center
New York Early Childhood Professional Development Institute

Certified Group Teacher

Union Settlement Association, Inc.

New York, NY 10029

Teacher | Full-time | Onsite | $56,000 - $65,000 a year

Posted on November 13, 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, visit www.unionsettlement.org

Job Description

Position: Certified Group Teacher – Child Care Center

Department: Early Childhood Education

Reports to: Educational Site Director

Hours: Full-time; schedule may vary during hours of operation from 8am-6pm

Salary: $56,000 - $65,000

FLSA: Non-Exempt

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

Position Reporting to this Role: Assistant Teacher and Teacher's Aide

Position Summary:

Under the supervision of the Educational Site Director, the Certified Group Teacher will plan and execute a program implementing an approved agency curriculum to provide quality early childhood learning experiences for children. This program will take into account the educational, social, developmental and health needs of the group, as well as the individual child.

Please note the credentials required for this certified role, including but not limited to current New York State Education Department Certification in Early Childhood Education. Study Plan options are also available.

Responsibilities

Responsibilities:

- Implement 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.
- Develop and create developmentally appropriate 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.

- Collaborate in the overall planning for the best use of shared space for center programming.
- Identify and utilize community resources to enrich the educational content of the children’s program.
- Maintain good working relationships and objective attitudes with classroom staff.
- Participate in regular group conferences with classroom staff.
- Develop an appropriate plan by which the Teacher and Associates can share information concerning the children and program with the parents.
- Attend and participate in group parent meetings.
- Respect the confidential nature of all information about parents and children.
- Assume responsibility for planning and conducting regular group conferences with classroom associates, encouraging their attendance and participation in workshops and conferences designed to further their professional growth.
- Expand professional growth and development through participation in individual and classroom group conferences and related training opportunities.
- Adhere to the classroom staff plan to inform and share information regarding the program and children with parents.
- Attend and participate in group parent meetings.
- Ensure confidentiality of all information regarding children and parents.
- Participate in regularly scheduled supervision meetings with Educational/Site Director and/or Instructional Support Coaches. Discuss professional performance objectively and utilize supervision as a source of information and professional guidance.
- Update and maintain all records required and necessary for the effective administration of the center and the development of the program, work with the individual child and group, students or volunteers. 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.
- Accepting responsibility when required for fulfilling the overall administrative function in the director’s absence.
- Additional duties as assigned by the Educational/Site Director and the Director of Early Childhood Education.

Qualifications

Qualifications:

- **At a minimum, a Bachelor's Degree in Early Childhood Education is required.**
- Master's Degree in Early Childhood Education preferred.
- **A teaching license or certificate valid for service in the early childhood grades as set forth by New York State Education Department (NYSED) regulations is required**. This includes Early Childhood (Birth-Grade 2); (n-6); or (Pre-K-6) certification OR NYSED certification for Children with Disabilities (Birth-Grade2).
- Candidates without certification may be eligible to join as a Group Teacher on a Study Plan to be completed by a defined date to be determined based on the date of employment. Eligibility to be determined by the ECE panel.
- Two years' experience working with preschool-age children is required.
- Knowledge of Head Start performance standards is a plus.
- Successful Department of Investigation and State Central Registry clearances are required.
- A dedicated work ethic.
- 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.

CO R E CO M P E T E N C IE S

- 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:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Apply Here

Language Requirements

English

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