

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Substitute Assistant Teacher

Department: Early Childhood Education

Reports to: Director

Hours: Full-Time

Position Summary:

The Substitute Assistant Teacher will assist in the planning and executing of a Creative Curriculum to provide education and care for the children assigned to a classroom. The Creative Curriculum will take into account the educational, social, developmental, and health needs of each child, and the group as a whole.

Qualifications:

- Associate's Degree in Early Childhood Education or related field.
- At minimum, possession of a CDA and approved study plan.
- Two years experience working in a classroom setting with pre-school age children preferred.
- Bilingual (English/Spanish) a plus.
- Knowledge of Head Start performance standards a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to:

jobs@unionsettlement.org

Please indicate Substitute Assistant Teacher in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER