

# UNION SETTLEMENT

## Employment Opportunity

Union Settlement, established in 1895, is one of the largest and oldest settlement houses in New York. The agency serves more than 10,000 East Harlem residents of all ages each year through its education, health, senior services, youth development, early childhood education, counseling and economic empowerment programs.

**Position:** Assistant Teacher (TEMP)  
**Department:** Early Childhood Education  
**Reports to:** Educational/Site Director  
**Hours:** Full-Time  
**FLSA:** Non-Exempt

### Position Summary:

Under the supervision of the Group Teacher, the Assistant Teacher will assist in the planning and execution of a program implementing an approved agency curriculum to provide day care 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 Assistant Teacher 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:

- 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.
- 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.

- Expand professional growth and development through participation in individual and classroom group conferences and related training opportunities.
- Adhere to the plan for classroom staff 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 Group Teacher. Discuss professional performance objectively and utilize supervision as a source of information and professional guidance.
- Update and maintain all records as are 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/Site Director, the Director of Operations, and the Director of Early Childhood Education.

**Qualifications:**

- A Bachelor's or an Associate's Degree in Early Childhood Education or related field preferred.
- At minimum, documentation of enrollment in an accredited college or university, taking courses to obtain a Bachelor's or Associate's Degree in Early Childhood Education or related field; or a Child Development Associate credential (CDA); or documentation of enrollment in a CDA credential program that will be completed in two years
- Two years experience working with pre-school age children preferred.
- Successful Department of Investigation and State Central Registry clearances required.
- Child Abuse and Maltreatment training certification
- Infectious Disease Control training certification required.
- Foundations in Health and Safety training required
- Demonstrated knowledge of Head Start Performance Standards preferred, but not 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) a plus.

**To Apply:**

Please send Cover Letter, Resume, Writing Samples, References, and Salary Requirements to: [earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org). Please indicate Assistant Teacher (TEMP) in subject of e-mail.

**UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER**