



## **JOB ANNOUNCEMENT**

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](http://www.unionsettlement.org).

**Position:** Group Teacher  
**Department:** Early Childhood Education  
**Reports to:** Educational/Site Director  
**Hours:** Full-Time  
**Salary:** \$35,973 – \$46,953  
**FLSA:** Non-Exempt

### **Position Summary:**

Under the supervision of the Educational Site Director, the 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.

### **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:**

- A Bachelor's Degree in Early Childhood Education or related field required, Master's Degree in Early Childhood Education or related field with NYS Teacher certification preferred.
- Two years' experience working with pre-school age children required.
- 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, Salary Requirements, Writing Samples, and References to:  
[earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org).

Please indicate Group Teacher in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**