



United Community Centers

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www.ucceny.org

United Community Centers (UCC) is a social justice driven community center that has been serving the East New York neighborhood of Brooklyn for over 60 years. Our mission is to work together with residents of all ages and cultures to address our community's challenges, celebrate its strengths, and provide services that improve lives.

Assistant Teacher

Position Summary:

The **Assistant teacher** is responsible for supporting a learning environment based on the Creative Curriculum approach that helps the children develop physically, emotionally, socially, cognitively and creatively. They are responsible for complying with procedural norms, standards of attendance, and daycare regulations. Supervised by the Director of Early Learning Center, the assistant teacher helps make the center a warm, welcoming environment.

Responsibilities include:

- Ensure a learning environment based on the Creative Curriculum approach that helps the children develop physically, emotionally, socially, cognitively and creatively.
- Support the implementation of activities that will promote social, emotional, cognitive, physical and creative development of children.
- Adhere to all Head Start Performance standards in addition to the Agency mandates of United Community Day Care center.
- Assume responsibility for the operation of the classroom, in the absence of the Group Teacher, thus holding the teacher aide and substitute accountable to their duties and responsibilities.
- Share job related knowledge with team members so as to promote and support their professional growth.
- Participate in regularly scheduled staff & team meetings, classroom development workshops on and off site as well as training conducted by UCDCC, ACS and other funders.
- performs center- related services/activities such as parent/teacher conferences, transition meetings, end of year celebrations, etc.
- Share information regarding children and the program with parents via daily contact and informal/formal interfacings, newsletters, etc.
- Encourage parents in their role as their children's primary teachers by acting as resource person (i.e.: disseminating information, actively listening to parents, offering suggestions, etc.).
- Establish and maintain positive relationships with parents/families via open communications, training and other developmental activities
- Elicit input from teacher aide to complete written observations, progress reports, outcomes reporting, CROWD and other documents relevant to the tracking of children's progress.
- Assist Group Teachers utilize information obtained via observations, conferences, tracking, etc. to design developmentally appropriate and individualized lesson plans.

- Adhere to Agency (UCDCC) policies and procedures; seeks guidance/clarification from Educational Director re: interpretation, applicability and implementation.
- Strictly adhere to, and enforce, the Agency policy regarding Confidentiality and HIPAA requirements.
- Other related duties as assigned, consistent with the above.

Qualifications:

- *The assistant teacher shall meet the requirements set by the Agency for NYC Department of Education.*
 - Be at least eighteen years old; and
 - Possess a high school diploma or equivalent (GED); and
 - Hold a valid Level 1 or higher NY State Teaching Assistant certification or a Child Development Associate (CDA) credential
- Must clear DOE fingerprinting and background authorizations.
- Daily access to reliable transportation to Brooklyn, NY.
- **Physical Requirements** - Frequent sitting, standing, walking, talking, hearing, seeing, stooping, kneeling, crouching, & crawling. Occasional running. Must be able to occasionally lift and/or move up to 30 pounds.
- Bilingual Spanish a plus

Salary Range:

- \$32,698 – \$35,494, based on experience. This is a full-time position with flexibility to cover 3 shifts between 8:00am - 6:00pm, Monday through Friday. This position may require some weekend work.

Benefits:

- Health, Dental, and Vision Benefits
- 401k, Group Life Insurance and Defined Benefit Pension Plan

Please submit your resume and cover letter to [hiring@ucceny.org](mailto: hiring@ucceny.org) with the subject line: “Assistant Teacher Application”.

UNITED COMMUNITY CENTERS IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.