



STRONGER TOGETHER

Position Announcement

With community residents leading the way, the mission of **Cypress Hills Local Development Corporation (CHLDC)** is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing, and develop leadership skills to transform their lives and community.

Position: Teacher Assistant

Cypress Hills Local Development Corporation has an opening for a **full-time Teacher Assistant in the United Community Centers Early Learning Center Program**. The **teacher assistant** 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 UCC Early Learning Center Program Director, the assistant teacher helps make the center a warm, welcoming environment.

Principal Duties:

- 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 UCDC, 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 interfacing, 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.
- Demonstrates commitment to leadership development, community building, and community organizing as strategies for social change.
- Other related duties as assigned, consistent with the above.

Position Requirements:

- *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.

Supervision:

Reports directly to UCC Early Learning Center Program Director.

Compensation:

- \$32,698 – \$35,494, annually, dependent upon experience. We offer a very

competitive benefits package.

Work Environment:

The position works in an **office/school** setting during the workday. This role routinely uses standard equipment such as computers, walkie-talkies, cellphones, photocopiers, and standard equipment such as pens, safety scissors and tape dispensers.

Physical Demands:

- **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.

Travel:

No travel is expected for this position.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION 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.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans