



Title: Assistant Teacher (Full-time, non-exempt)

Location: Urban Horizons Early Childhood Discovery Ctr, 50 East 168th Street, Bronx NY 10452

Reports to: Center Director and Education Director

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender (including gender non-conforming characteristics), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: WHEDco's nationally-accredited Urban Horizons Early Childhood Discovery Center, an EarlyLearn NYC Head Start program serves 111 pre-school students from over 20 different countries. WHEDco's full-day program offers a nurturing environment that allows children to develop confidence, think creatively, analyze information and communicate effectively. Each year 100% of the students graduate prepared for kindergarten, ensuring that they begin their school careers ready to succeed.

Under the supervision of the Lead Teacher, the Assistant Teacher will be responsible for carrying out program goals, complying with Center policies and procedures, observing the schedules in the Center and adhering to both WHEDco and Center personnel practices and procedures.

Primary Responsibilities:

Classroom Activities

- Assist in the planning and execution of a program which takes into account the educational, social developmental and health needs of the group as well as the individual children.
- Contribute to curriculum planning and share responsibility for supervising a safe and appropriate learning environment to promote optimal program functioning and learning.



- Assist with record keeping for the classroom.
- Help plan enrichment activities through the use of community resources.
- Support the development of classroom and individual goals that are appropriate to the age and developmental level of the children.
- Keep the classroom, equipment and materials in good condition and accessible for all children to encourage constructive, safe and appropriate use; report damaged or hazardous equipment to Center administration.
- Responsible for working cooperatively with parents and/or caregivers in the shared role of supporting their child's first classroom experiences.

Promoting Professional Growth

- Promote professional growth through participation in staff meetings, in-service trainings and by attending appropriate educational conferences and courses.
- Participate in objective and productive discussions concerning job performance and development with the Lead Teacher, Center Director and/or Education Director.

Developing and Maintaining Positive Relationships with Colleagues and Families

- Support plans for communicating information about children in the classroom to parents and/or caregivers.
- Attend meetings with parents and/or caregivers, parent/teacher conferences and home visits.
- Respect confidentiality of records and student/family information.
- Maintain sound professional relationships , good communication and a cooperative attitude with colleagues both in the Center and within other WHEDco programs.

Other related duties assigned at the discretion of Center Administration or WHEDco's management.

Qualifications:

- Must meet minimum requirements for NYC Dept of Health, Bureau of Day Care Section 47.13 and be at least 19 years of age.
- High School Diploma or HSE; AA in Early Childhood strongly preferred.
- Within 2 years of hire, must have either at least 60 college-level credits in Early Childhood Education OR Child Development Associate Credential approved by the National Association for the Education of Young Children.
- Proven ability to read, write and speak clearly in English. Strong ability in second language common among Center families a plus.





Urban Horizons
Early Childhood
Discovery Center
EarlyLearn NYC/Head Start



- **Demonstrated leadership ability.**
- **Cooperative, can-do attitude with strong willingness and ability to work as a team.**
- **General knowledge of early childhood development.**
- **Strong organizational and communication skills.**
- **Satisfactory completion of medical examinations as well as other required pre-employment screenings.**
- **Must be able to lift up to 20 pounds as well as the ability to conduct home visits using public transportation and which involve climbing stairs.**

Excellent benefits and competitive salary based on education and experience. After 60 days of employment, Center Staff working 15 hours or more per week are represented by Local 95, DC 1707, AFSCME AFL-CIO, and are covered by a collective bargaining agreement.

To respond, send a cover letter and resume to one of the following:

Email: Discoverycenterjobs@whedco.org (include your name and position for which you are applying in the subject line)

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Urban Horizons Early Childhood Discovery Center

Application Deadline: Rolling until filled.

