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<b>Job Title</b>	Assistant Toddler Teacher
<b>PVN ID</b>	NY-2304-005585
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Child Care Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$36,218.00 - \$38,220.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 26, 2023 (Or Until Filled)

## General Description

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Responsible for assisting the Head Teacher in implementing the daily program and classroom curriculum. Under the supervision of the Head Teacher, the Directors and in cooperation with the centers' Board and NYCCT.

Responsible for:

1. Assisting one or more Head Teacher as directed
2. Supervising play activities by:
  - Engaging/interacting with children in games, play and art activities, story-telling, dancing and singing that stimulates their development
  - Enforcing safety rules to prevent injuries
  - Intervening when children are likely to injure themselves or each other
3. Remaining with one or more children until relieved by another adult
4. Preparing supplies and the environment for activities
5. Maintaining, developing and creating engaging classroom environment
6. Observing, recording and reporting individual child's behavior as assigned
7. Assisting Head Teacher in completing children's assessment using Teaching Strategies
8. Assisting children with activities of daily life including; diapering, toileting and hand washing
9. Aiding and comforting individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.
10. Assisting with meal or snack service within the classroom
11. Respecting and keeping the confidentiality of information as it pertains to all records, knowledge and discussion of children's families and fellow staff members
12. Participating in parent-teacher conferences, staff workshops and trainings as mandated by agency
13. Insuring the basic physical and well being and safety of each child
14. Reporting accidents and parents concerns to the Director

## Other Duties

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## Qualifications

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- BA and 60 Credits in Early Childhood Education
- 1 year teaching children under 5