

<b>Job Title</b>	Assistant Teacher: Preschool
<b>PVN ID</b>	QC-2406-006286
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Child Development Center
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00-\$17.96
<b>Hour(s) a Week</b>	0.00-19.00
<b>Closing Date</b>	Aug 03, 2024 (Or Until Filled)

## General Description

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- Assisting the group teacher in planning and implementing the daily lessons plans
- Aiding in general routines and classroom responsibilities: record keeping, housekeeping tasks, arrival and departure
- Establishing a safe, clean and stimulating classroom environment in conjunction with group teacher
- Assisting the group teacher in establishing good communication with parents. Is able to discuss child's physical condition, current behavioral patterns and positive development of child's skills with parents
- Working with the group teacher to assess each child's cognitive, physical, social and emotional skills and development and designing activities to enhance skills
- Helping the group teacher to build a cooperative and supportive teaching team
- Assuming supervision of the classroom when the group teacher is absent
- Attending staff meetings scheduled by the director and group teacher and recommended workshops and conferences

## Other Duties

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- Participating in all Center fundraising and public relation events
- Maintaining a professional attitude and loyalty to the Center and using Center policies as guidelines in relating to parents and the public
- Assuming an equal share of the joint housekeeping responsibilities of the staff
- Establishing and maintaining positive communication and appropriate interactions with other staff members
- Other duties as assigned

## Qualifications

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Must be high school graduate and enrolled in college level coursework