



Position: **Teacher Aide**
Program/Department: BCS Early Childhood Programs, Duffield Children's Center
Reports to: Duffield Site Manager
Work Location: 101 Fleet Place, Brooklyn, NY 11201
Hours: Part Time

Position Summary:

Our Early Childhood education program is designed to enhance the physical, social, emotional, cognitive, and language development of young children through high quality educational and social services for themselves, their families. Teacher Aides support the delivery of quality services by supporting classroom teacher implement lesson plans, facilitate classroom management and ensure student to teacher ratio.

Responsibilities:

- Assist in planning, supervising and effecting sound classroom management and curriculum activities. Share in record keeping, participate in class trips and all related class routine.
- Work within the framework of the Brooklyn Community Service in carrying out its policies and procedures; Participate in other related duties, as assigned, consistent with above.
- Actively participate in team meetings and supervision sessions. Collaborate with team to implement a high-quality learning environment
- Develop and maintain positive relationships with parents and families of children served; Maintain good relationships with colleagues and administrators; Conduct observations and assessments of children and the classroom environment. Other related duties, as assigned, consistent with above.

Qualifications:

CDA certificate or Associates Degree in Early Childhood preferred, two years of previous teaching experience in N-K, experience promoting healthy growth and development with toddlers and preschoolers; Criminal background check and fingerprinting required. **Qualifications Preferred:** Bachelor's Degree in Early Childhood

Contact:

Email Resume and Cover Letter to:
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