



## Job Description

**Position:** Summer Assistant Teacher Specialist,  
**Program/Department:** Education & Youth Development, Compass Programs  
**Reports to:** Summer Site Director  
**Hours:** Full Time

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. Group Teachers supervise an assistant teacher and a classroom aide and plan and execute quality learning experiences for children using NYS Common Core and Creative Curriculum for Preschoolers.

### Responsibilities:

- Work within the framework of the Brooklyn Community Service in carrying out its policies and procedures.
- Supervise an assistant teacher, a classroom aide and classroom volunteer; assign daily tasks to assistant and aide as applicable to the overall management of the total classroom.
- Collaborate with classroom assistant and aide to plan and execute varied and high quality learning experiences for children.
- Collaborate with Assistant Teacher and the Teacher Aide to prepare and implement weekly lesson plans according to NYS Common Core, Creative Curriculum, DOE and program school readiness goals; develop sound educational practices appropriate to the age and development of children in order to prepare for positive learning experiences.
- Provide lesson planning support to Assistant Teacher and Teacher Aide by including their ideas and having them execute the activities.
- Conduct child observations, complete quarterly Child Development Assessments (Creative Curriculum; TSG), and hold quarterly parent conferences and/or conduct home visits twice per year.
- Actively plan and participate in team meetings with Assistant Teacher and Teacher Aide to collaborate on lesson planning, individualized planning, special events; participate in supervision sessions with Director. Collaborate with team to implement a high-quality learning environment.
- Plan for and use the community resources to enrich the educational content of the program.
- Responsible for appropriate arrangement of classroom; responsible for the overall cleanliness and organization of the classroom.
- Develop and maintain positive relationships with parents and families of children served; Maintain good relationships with colleagues and administrators;
- Adhere to NYC Department of Health regulations (47.23) regarding direct supervision at all times and ensure classroom is properly covered at all times.
- Responsible for ensuring all regulations (DOH, ACS, DOE) are adhered to at all times by entire classroom team.
- Provide after care coverage when necessary; Other related duties, as assigned, consistent with above.

### Qualifications:

- Position requires BA/BS in Early Childhood Education and NYS Certification N-6.
- Must enroll in a Master's program to obtain MA degree;
- Minimum two years of previous teaching experience in N-K required.
- Criminal background check and fingerprinting required.



Brooklyn Community Services

**How to apply:**

[Click here to apply to the Summer Assistant Teacher Specialist role](#)