

Early Head Start Assistant Teacher (2-3 Year-Olds)

Committee for Early Childhood Development Head Start

Jamaica, NY 11434

Assistant Teacher

Full-time

Onsite

\$37,416 - \$40,718 a year

Posted on August 31, 2026

Organization Statement

Committee for Early Childhood Development Head Start unites families, staff and community organizations together to support the growth and development of children ages birth to five, including children with disabilities.

C.E.C.D. Head Start combines high quality education, parent involvement and strong community linkages to ensure family preservation, while opening a pathway to a bright and successful future for families.

Job Description

A CECD Early Head Start Assistant Teacher provides a safe, nurturing, and developmentally appropriate learning environment for children ages 2-3 years old. Working with the of a group teacher, the assistant supports cognitive, social-emotional, and physical growth while strictly adhering to federal Head Start Program Performance Standards (HSPPS).

Responsibilities

- * Assist team members and volunteers in maintaining an orderly, safe and attractive classroom.
- * Complete and submit all required paperwork and documentation as scheduled
- * Conduct Parent/Teacher Conferences and Home Visits.
- * Encourage parents to be active participants in their child's education.
- * Ensure that all classroom activities are developmentally appropriate and carried out on a daily basis, according to Head Start Program Performance Standards, NYC Department of Health and Mental Hygiene's Article 47 and CECD program philosophies, policies and procedures.
- * Exercise control and maintain classroom discipline.

- * Have knowledge of early childhood education and child development theories and practices, especially relating to infants and toddlers.
- * Handle emergency situations as designated by program policies and procedures.
- * Maintain, with team members and parents, an approach to guidance that is within the Head Start Program Performance Standards and C.E.C.D. Head Start policies to ensure that children are taught, disciplined and supervised in a consistent manner.
- * Provide a setting that meets the individual needs of children, assess each child's developmental needs and write individual lesson plans once a month.

Qualifications

- * Must have an Infant/Toddler CDA or an Associate's degree in Early Childhood Education specific coursework in infant/toddler education or be actively working towards acquiring either one of the aforementioned certificates.
 - * Applicants with a minimum of two years' experience working in a preschool setting, with children ages 24-36 months preferred.
 - * Must have knowledge of developmentally appropriate practices for infants and toddlers. Knowledge of early childhood special education is a plus.
 - * Knowledge of Head Start Program Performance Standards is a plus.
 - * Familiarity with the Infant/Toddler Creative Curriculum and Teaching Strategies Gold is a plus.
 - * Must have excellent communication skills and the ability to relate to both children and adults.
 - * Must be able to read and write English.
 - * Must possess exceptional organizational skills
 - * Must be computer-literate.
 - * Must be in good physical and emotional health.
 - * Must complete screenings from the NYC Department of Investigation and the NY State Central Registry. The DOI fingerprint fee is \$101.50, and the NYS Central Registry fee is \$25.00. All fees are the sole responsibility of the candidate.
 - * Must have had Child Abuse Training within the last two years, or complete on-line training if hired.
 - * Must possess Infectious Disease certificate or complete on-line training if hired.
 - * Must complete NYC Department of Health on-line health & safety trainings, if hired.
 - * Applicants who speak Spanish, French/Creole, Urdu or African dialects will be strongly considered.
- **Minimum Education Level:** CDA Credential
 - **Preferred Education Level:** Associate's Degree

Application Instructions

Applicants should email their resume to:

hrservices@cecdhs.org

lphillips@cecdhs.org

Resumes should be sent as an attachment. Please do not include them in the body of the email.

Language Requirements

English, Spanish, Haitian Creole

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