Career Development Center
New York Early Childhood Professional Development Institute

Assistant Teacher

Union Settlement Association, Inc.

New York, NY 10029

Assistant Teacher | Full-time | Onsite | $37,000 - $41,000 a year

Posted on November 13, 2026

Organization Statement

Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For over 130 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlement's current programmatic portfolio includes the following service areas: Early Childhood Education, Youth Development and Opportunity, Family Services (including the Family Enrichment Center, the Family Childcare Network, and the East Harlem Community Partnership, NYC Benefits, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development. Union Settlement serves more than 15,000 individuals and nearly 1,000 businesses every year.

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit www.unionsettlement, visit www.unionsettlement.org

Job Description

Position: Assistant Teacher

Department: Early Childhood Education

Reports to: Educational Directors and Associate Director of Education & Curriculum

Hours: Full-time; schedule may vary during hours of operation from 8am-6pm

Salary: $37,000 - $41,000

FLSA: Non-Exempt

Location: On-Site

Position Summary:

Assistant Teachers play an integral role in the classroom by promoting positive interactions with children and families, implementing health and safety procedures, facilitating smooth transitions between activities and planning collaboratively with lead teachers. Assistant Teachers often provide direct instructional support to children by facilitating whole and small group lessons and activities.

Responsibilities

Responsibilities:

- Ensure the physical, social, and emotional wellbeing of children in the classroom under the supervision of the lead teacher.
- Work in collaboration with the lead teacher in managing classroom activities, supporting the individual needs of children, and engaging in age-appropriate conversations and interactions with children that expand their learning and supports their social and emotional development.
- Work in collaboration with the lead teacher with supervising, caring, and supporting the children's physical needs including supporting with toileting, diapering, and other self-help skills.
- Work in collaboration with the lead teacher with the implementation of classroom activities
- Including leading small group activities with the children as instructed by the lead teacher.

- Work in collaboration with the lead teacher in implementing children's interests and exploration of learning activities and expand children's play by expanding their thinking, language, and problem-solving skills.
- Follow children's interests and engage in play with them by following their lead while introducing new concepts and ideas.
- Encourage and celebrate children's primary languages, cultures, and diverse backgrounds through classroom activities, books, and the classroom environment.
- Follow all necessary safety and reporting procedures.
- Maintain documentation.
- Other duties as instructed by supervisor.

Qualifications

Qualifications:

- High School Diploma, CDA or GED.
- Must be 18 years of age or older.
- Must be enrolled in a program that will lead to an associate or baccalaureate degree.
- Level 1 or higher NYS Teacher Assistant Certification preferred.
- Knowledge of East Harlem community strongly preferred.

CO R E CO M P E T E N C IE S

- Leading Others: Creates a sense of urgency throughout the organization on the importance of achieving outcomes. Inspires, influences, and enables team members to reach their goals
- Facilitating Change: Approaches challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlement’s goals.
- Managing Performance: Evaluates and revises goals semi-annually with the team. Provides consistent supervision and documents performance highlights and concerns
- Applying and Developing Expertise: Embraces and leads the team to achieve milestones. Seeks and supports professional development opportunities for team members. Manages finances and budgets effectively

- Communicating and Collaborating: Listens well and actively engages with others with honesty and integrity and holds team accountable to the same standard

Union Settlement's Diversity, Equity & Inclusion Commitment

Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender
identity or expression, veteran status, or any other status protected under federal, state, or local l aw.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Apply Here

Language Requirements

English

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