

Head Start Assistant Teacher (3-5 Years Old)

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 Head Start Assistant Teacher supports the group teacher in providing a safe, nurturing, and high-quality learning environment for preschool-aged children from low-income families. The assistant teacher focuses on promoting early childhood development, family engagement, and compliance with [Federal Head Start Program Performance Standards](#).

Responsibilities

- *Assessing each child's developmental needs and writing individual plans once a month.
- *Completing and submitting all required paperwork and documentation as scheduled (monthly theme sheets, daily lesson plans, individual lesson plans, developmental screenings, Form 10s, anecdotal, Creative Curriculum Reports, etc.).
- *Conducting Parent/Teacher Conferences.
- *Documenting classroom incidents and notifying the appropriate staff.
- *Ensuring that children are taught and supervised in a consistent manner.
- *Ensuring that the daily health and nutritional needs of the children are met

- *Maintaining a safe and healthy environment and maintaining orderliness and cleanliness in the classroom.
- *Maintaining positive communications with parents.
- *Preparing, implementing and evaluating daily classroom activities.

Qualifications

- * Applicant must be at least nineteen (19) years of age, possess Child Development Associate (CDA) certification or a minimum of 30 college credits in Early Childhood Educational and meet the requirements of the licensing agency. Experience working in a preschool setting preferred.
 - * Applicant must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to both children and adults, and be willing to fulfill job requirements, in accordance with the school's educational philosophy.
 - * Applicant must possess good writing skills and must be computer literate. Applicants who speak Spanish, French/Creole, Urdu or African dialects will be strongly considered, but must be able to communicate fluently in English.
 - * Applicant must be a U.S. citizen or have a Green Card.
 - * Applicant must complete screenings from the NYC Department of Investigation (\$101.75) and the NY State Central Registry (\$25.00). All fees are the sole responsibility of the candidate.
 - * Applicant must have had Child Abuse Training within the last two years, or complete on-line training if hired.
 - * Applicant must possess Infectious Disease certificate or complete on-line training if hired.
- **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