



# NEW COVENANT BOARD OF CHRISTIAN SCHOOL EDUCATION

*Developing the Leaders of Tomorrow in a Christ-Centered Environment*

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Archbishop Joseph A. Alexander, Ph.D., D.D.

CHANCELLOR

## UPK Assistant Teacher

Founded in 1985, New Covenant Christian School is an educational ministry of New Covenant Christian Church. Our Pre-K to 12 institution, with three locations in the Bronx, is a place where students of all backgrounds can learn, grow, and develop in a Christ-centered environment with a commitment to excellence. We recognize that each student is gifted by God and the goal of true education must be to help each student develop their gifts for God's glory and the benefit of humanity. Our mission is to develop the leaders of tomorrow through a Christ-centered education.

New Covenant Christian School offers a Universal Pre-Kindergarten (UPK) Program with support from the New York City Department of Education. We seek an assistant teacher for our UPK class.

### **Responsibilities:**

- Assist Head Teacher in preparing curriculum and daily activities, assist in classroom preparation (wall displays, centers,), ensuring classroom is ready for the day's activities before students' arrival.
- Assist the Head Teacher in reinforcing of the unit of study with visual aids and conversation with children, guiding them socially and academically.
- Assist the Head Teacher in conducting the large group teaching time using stories, music, creative activities. At times, may take the lead during group teaching.
- Assist with the evaluation of the daily activity with the Head Teacher and revise plans/activity as needed.
- Continue to improve skills and knowledge by reading at least one early childhood education book during the year and attending conferences and workshops scheduled by the Principal.
- Assist Head Teacher in maintaining a neat and orderly classroom, making sure classroom is left clean, in order, with all equipment and materials returned to proper places.
- Assist Head Teacher in maintaining a structured classroom environment, communicating in a loving and caring manner while creating a positive and effective learning environment.

- Be prepared to take charge of the class when necessary (i.e., in the absence of the Head Teacher).
- Perform other related duties that may be assigned by the Principal or the Head Teacher.

**Qualifications:**

- Must have a high school diploma or equivalent and be actively working towards a degree from an institution of higher learning.
- Must have a demonstrated interest in teaching

To apply for this position, submit a resume and cover letter to [staffing@ncchristianschool.org](mailto:staffing@ncchristianschool.org). Applications without a cover letter will not be considered. Only applicants under consideration will be contacted.