



# Grace Church School

## ASSOCIATE TEACHER

Grace Church School, a non-sectarian preschool in Brooklyn Heights, is seeking associate teachers for the 2025-2026 school year. Our students range from two to five years old. We are a learning community that adheres to a developmentally appropriate and emotionally responsive approach. Our classrooms provide a variety of hands-on, child-centered learning experiences. The faculty at GCS is deeply committed to ensuring that every child feels respected and valued.

### RESPONSIBILITIES

Associate teachers participate in all aspects of classroom life, including curriculum planning and helping to build trusting partnerships with families.

- Create positive and individualized relationships with each student.
- Participate in curriculum planning.
- Participate in leading individual, small group and large group activities.
- Prepare materials, clean-up, and maintain a well-organized, safe, and attractive classroom environment.
- Support positive and collaborative relationships with colleagues and a healthy and efficient teaching team.
- Create positive relationships with parents while supporting the head teacher as the primary role of parent communication.
- Participate in parent teacher conferences.
- Give input and support for internal and external reports.
- May act as head teacher in the absence of the head.

### PERSONAL & PROFESSIONAL QUALIFICATIONS

- Bachelor's degree (graduate students welcome)
- Experience with young children
- Warmth, patience, and a sense of humor are essential

### COMPENSATION & BENEFITS

- \$48,000-\$58,000 (based on experience and degree)
- School covers 100% of health insurance premium
- Contribution and match towards retirement account
- Rich professional development opportunities and tuition assistance for graduate school

### SCHEDULE

- August 26, 2025– June 12, 2025 (excluding school holidays and vacation)
- Monday-Friday 8:30am-3:30pm

To apply please resume and cover letter to [jobs@gracechurchschool.org](mailto:jobs@gracechurchschool.org)