

Preschool Assistant Teacher

Part-Time Regular | Boston, MA | On-Site

Who We Are

Since 1969, **Boston Chinatown Neighborhood Center (BCNC)** has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About Acorn Center

Acorn Center for Early Education & Care is a full-day, dual language, Chinese and English, program for children ages 15 months to 5 years. The center is licensed by the Massachusetts Department of Early Education and Care (EEC) and accredited by the National Association for the Education of Young Children (NAEYC).

About The Role

Preschool Assistant Teacher (without EEC Teacher Certification) must always work under the supervision of an EEC teacher qualified staff person or substitute teacher. S/he assists the teacher in the care of the children and the maintenance of the classroom. The Preschool Assistant Teacher will report to the Director of Acorn Center of Early Education and Care.

What You Will Do

- Care and Observation of Children at Acorn under the supervision of a teacher
- Maintenance of Classroom Materials and Space
- Maintenance of a friendly and professional tone in his/her interactions with parents
- Assist in the curriculum planning and Implementations for the Classroom; Bring concerning Observations and/or difficult situations to the attention of the classroom teacher to receive support and guidance
- Perform other duties as assigned

What We Look For

- At least 18 years old
- AA in ECE or related field. Must be willing to work towards an AA in ECE or related field if the applicant does not have an Associate Degree
- Must meet MA Department of Early Education and Care (EEC) health and background check requirements
- Must be certified in First Aid and CPR within 6 months of employment
- Should show strong interest and aptitude for the care of young children
- Bilingual English/Cantonese speaking skills
- EEC Preschool or Infant/Toddler Certifications preferred
- Experience working with toddlers or preschool-age children
- Able to relate well to adults, children, and families

What We Offer

- Hiring Bonus
- Competitive Benefits Package
- 403B Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development
- Work-Life Balance

Working Conditions

- Must be available to work a flexible schedule and may require local travel during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

Hourly Range

\$18 - \$21 per hour

How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.