



# Teacher Assistant

University at Buffalo Child Care Center

Buffalo, NY

Assistant Teacher

Full-time

Onsite

\$15.00 - \$17.00 an hour\*

\* Pay based on experience and education

Posted on October 13, 2023

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## Organization Statement

The University at Buffalo Child Care Center, Inc. (UBCCC) consists of two childcare sites located at UB's [North Campus](#) and [South Campus](#) of the University at Buffalo (UB). The sites, which are licensed by the New York State Office of Children and Family Services ([NYS OCFS](#)), are designed to serve children of UB students, faculty, staff and the community. The University at Buffalo Child Care Center, Inc. is one of the few centers in Western New York that is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children ([NAEYC](#)).

UBCCC offers both full-time and part-time care, serving the needs of children ranging in age from 6 weeks to 5 years. Hours of operation are from 7:30 a.m. to 5:30 p.m., Monday through Friday. Both sites are open year-round with the exception of the eleven legal holidays observed by the center and two staff development days.

### UBCCC NORTH CAMPUS

100 St Rita's Lane  
Amherst, NY 14260

### UBCCC SOUTH CAMPUS

3435 Main Street, Butler Annex A  
Buffalo, NY 14214-3011

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## Job Description

The Assistant Teacher is responsible for assisting the Lead Teacher in planning, preparing, and implementing daily activities, monitoring children's progress, and maintenance of related records. The Teacher will work together with the Lead Teacher, Director, and other staff members to foster an atmosphere of goodwill, open communication, and teamwork. The primary responsibility of a teacher is the safety and wellbeing of the children.

## **Responsibilities**

### **Scope of Position**

The Teacher is responsible for assisting the Lead Teacher in planning, preparing, and implementing daily activities, monitoring children's progress, maintenance of related records and supervision of assigned support staff and volunteers; may also be required to substitute for the Lead teacher when necessary.

Additional Duties:

• Attends and engages in team meetings.

• Attends and engages in ongoing professional development to improve personal and professional skills.

• Keeps current with all credentials and degrees in accordance with all accrediting and regulatory bodies.

• Attends center functions when required.

## **Qualifications**

**Minimum:** A high school diploma and one year experience working with children in a child care setting.

**Preferred:** A current CDA (Child Development Associate) or one-year Early Childhood certificate program.

Experience in an Infant classroom.

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**Physical requirements:** The essential physical requirements for this job include being able to bend, stoop, reach, sit on the floor and rise from the floor without adult assistance and be able to lift 30 pounds.

***Must be available to work any 8 1/2 hour shift between the hours of 7:15am to 5:30 pm Monday thru Friday.. This is a full time position.***

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

- **Preferred Education Level:** CDA Credential

## **Application Instructions**

Please send an up-to-date resume and all contact information to [abbeyval@buffalo.edu](mailto:abbeyval@buffalo.edu).

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