

Assistant Teacher

Coddington Road Community Center

Ithaca, NY

Assistant Teacher

Full-time

Onsite

\$16.98 - \$18.90 an hour

Posted on July 19, 2024

Organization Statement

Coddington Road Community Center has been a fixture of Ithaca's South Hill Community since 1949. Originally a one-room school house, the center's first childcare programs were opened in 1984. Since that time the center has grown to include a summer camp and an after school program. Situated on 12 partially wooded acres, the charming and welcoming childcare building is enhanced by the beauty of its surroundings. The children at Coddington enjoy the benefits of both a caring and structured classroom and a connection to the natural environment around them.

Coddington Road Community Center is a nonprofit organization dedicated to supporting families by providing children and youth with exceptional care in a warm, accepting, and safe environment. We are committed to providing enriching educational experiences in which children learn to carry out responsibilities, make decisions, express themselves creatively, and discover friendships. In partnership with Coddington staff, families and members of the community, we strive to help children realize their authentic selves.

Job Description

The Assistant Teacher is responsible for contributing to the development and implementation of lesson plans in accordance with applicable guidelines. The Assistant Teacher should be familiar with and able to work within the following standards, guidelines and regulations: NYS Core Competencies for EC Educators, NYS Prekindergarten Foundation for the Common Core, NYS Early Learning Guidelines and the NYSOCFS Child Care Regulations. The Teacher Assistant will support the classroom Teacher, center staff and administration in ensuring the educational and programmatic success of their classroom and the center.

Responsibilities

Responsibilities, include but are not limited to:

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Program Management

- Implement, in collaboration with the Teacher, program curriculum and assessment in accordance with center approved philosophy and instructional instruments and reflect current best practices.
- Provide daily experiences and activities which stimulate physical, social- emotional, and cognitive growth and develop language and literacy skills of young children through the use of developmentally appropriate practices and curriculum that are prepared based on each child's developmental needs.
- Use lessons, materials and activities to promote self-regulation and self-esteem in children and motivate children toward a lifetime love of learning
- Follow daily routines to help children keep themselves and others healthy and safe such as hand washing, toileting, brushing teeth, and appropriate classroom management techniques.
- Lead planned classroom activities regularly (at least once weekly), assume role as Teacher if needed
- Follow directives from Teacher and supervisor as assigned (ex. Diapering, clean up, etc)

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Assessment/Communication with Families

- Assist the Teacher with conducting developmental assessment
- Communicate on a regular basis with parents/family members to build mutual understanding, greater consistency for children and information sharing (daily board, newsletter, emails)
- Provide input and feedback to the Teacher regarding children's needs

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Compliance, Trainings and Certifications

- Ensure compliance with the New York State Office of Children and Family Services Child Care Regulations and CRCC Policies and Procedures;
- Attend and participate in staff meetings and training sessions as scheduled in order to maintain compliance with licensing requirements and best practices in early childhood (minimum of 30 hours each year in required topic areas);

- [illegible]

- Work collaboratively with classroom team and all center staff and administration
- Maintain positive work environment by being professional, courteous and confidential per handbook
- Report directly as assigned and as needed to the Executive Director

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Must be physically able to perform the job of assistant teacher of young children, including the ability to run short distances, lift up to 50 pounds, stand, bend and kneel.Â Must have a warm, supportive attitude toward children and the ability to handle multiple transitions.Â Must be reliable.Â Must show flexibility with regard to work schedule, receiving assignments, and adapting to changes in the program.Â Must be willing to accept directions & feedback regarding work performance and maintain best practices within the classroom.Â Must maintain a positive presence as a role model for staff/families/children. Responsible for self-regulation and working to interact with others in a positive and productive manner upholding mission and vision of CRCC as well as all policies and procedures outlined in the staff handbook and family handbook.

- High School Diploma/GED
- At least one year of experience working with and caring for young children

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential

Application Instructions

To Apply

Interested candidates, submit a resume to crcc@coddingtonroad.org or via postal mail at Coddington Road Community Center, 920 Coddington Road, Ithaca, NY 14850. Deadline is rolling until a sufficient number of qualified candidates have been hired.

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