

# Infant Teacher Assistant

University at Buffalo Child Care Center

Buffalo, NY

Assistant Teacher

Full-time

Onsite

\$15.50 - \$17.00 an hour

Posted on March 6, 2025

## Organization Statement

The University at Buffalo Child Care Center, Inc. (UBCCC) consists of two child care 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.

## Job Description

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The Teacher Assistant 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 well-being of the children.

### Specific Duties

The Teacher Assistant Assists in planning, organizing, and implementing program activities when requested by Lead Teachers or the Center Director.

They Assist in the preparation of educational materials when required, in the maintenance of neat and organized classrooms.

They help in upkeep of all educational equipment and materials, and the supervision of all activities to ensure safety of each child when required.

### Qualifications

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

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

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 shift between the hours of 7:15am to 5:30 pm Monday thru Friday. This is a full-time position.

*\*Pay is based on experience*

Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour

Benefits:

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- 401(k)
- Dental insurance
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

### Qualifications

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

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

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential (with credit-bearing certificate)

## Application Instructions

Please email a current resume to:

abbeyval@buffalo.edu

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