



Upk Preschool Teachers Assistant At Jones Elementary

The Neighborhood Center

Utica, NY

Assistant Teacher

Part-time, Contract

Onsite

\$16.50 - \$16.50 an hour

Posted on March 6, 2025

Organization Statement

At The Neighborhood Center, Inc, we are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity or expression, veteran status, or any other legally protected status.

We believe that diversity, equity, and inclusion are essential to the success of our organization and are dedicated to creating a workplace that welcomes and values all individuals. We strive to create a culture that fosters respect, openness, and understanding, and we encourage people from all backgrounds to apply for open positions.

Our commitment to equal opportunity employment applies to all aspects of employment, including recruitment, hiring, promotion, transfer, compensation, benefits, training, and termination. We are committed to creating a work environment that is free from discrimination, harassment, and retaliation, and we expect all employees to share in this commitment.

If you are passionate about our mission and believe that you would be a good fit for our organization, we encourage you to apply for any open positions that match your qualifications and experience. We look forward to reviewing your application and getting to know you better.

Job Description

Under the ultimate direction of the Universal Pre-Kindergarten (UPK) Supervisor, the UPK Certified Teacher Assistant is responsible to assist the UPK Teacher in the planning and implementation of a program for social, emotional, cognitive and physical development of children in the UPK classroom. He/she/they is responsible for assisting in the daily provision of activities and establishing a healthy routine for a group of children in the **Utica City School District's** UPK program. He/she/they assists in providing age appropriate curriculum, daily activities and a positive framework for a safe and enriching classroom environment.

Responsibilities

- Assists the UPK Teacher with preparation, implementation and evaluation of the classroom activities and curriculum as a whole as well as specific activities.
- Cares for children's physical needs, which may involve lifting and carrying very young children if necessary.
- Assists in maintaining an environment that is safe, healthy, orderly and appealing.
- Shares with the UPK Teacher observations and insights relating to specific children in the group.
- Alerts the UPK Teacher to children with special needs, to problems, incidents and emergencies to ensure appropriate intervention is taken.
- Develops and maintains a cooperative working relationship with UPK students' parents and guardians.
- Assists in planning and implementing educational and recreational activities that meet varying student needs.
- Provides classroom instruction in the absence of the Teacher
- Reports to the UPK Teacher the need for supplies, materials, equipment and repairs.
- Participates effectively in supervisory conferences and staff meetings
- Maintains self in professional manner at all times and adheres to the Utica City School District and The Neighborhood Center policies, procedures, and mission statements.
- Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start working.
- Assists with other related responsibilities as assigned.

Qualifications

- **Required: New York State Teaching Assistant Certificate; Level One (1) or higher.**
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

<https://www.neighborhoodctr.org/>

Â

https://employers.indeed.com/jobs/view?employerJobId=aXJpOi8vYXBpcy5pbmRIZWQuY29tL0VtcGxveWVySm9iLzI1MzVIMmNILWFmMGIhNGRjYi04MDNkLTU5Y2VjYTNiMDIhMg%3D%3D&from=

Additional Information

Â

Â

Downloaded from Early Childhood Job Board on April 7, 2026
Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=4960>