

# School-Age Child Care Teacher

The Neighborhood Center

Utica, NY

Teacher

Part-time

Onsite

\$19.49 - \$19.49 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

The School-age Childcare Teacher will work with groups of children and youth using social, recreational, and educational activities and programs. They will become a catalyst for the development of individuals within the group as well as the group as a whole. By this method, the teacher will assist individuals within the groups to better relate to others and to develop skills that will enhance their abilities to become functional, contributing members of society.

## **Responsibilities**

- Plan, prepare and facilitate group activities and programs to meet the needs of children and their families.
- Care for the children's physical needs as appropriate including administering first aid within the parameters of training and dispensing medications within the parameters of written regulations and policies.
- Develop individual and group objectives, prepare and record meeting records as directed.
- Develop and maintain cooperative relationships with parents, including but not limited to informal contacts, collateral contacts, referrals, conferences, home visits, support groups, educational and recreational family activities and maintain records of such.
- Provide supervisor with input/information as to special needs children may have, problems, incidents and emergencies to ensure proper action/intervention is taken.
- Attend staff or other types of meetings as required.
- Fulfill training requirements of all funding and regulatory bodies.
- Maintain accurate records of group attendance, statistical information, records, summaries and registration information as required.
- Participate in program recruitment and outreach in the community as assigned.
- Assist supervisor in assessing the need for supplies, materials, equipment and repairs.
- Maintain a program environment that is safe, healthy, orderly and attractive.
- Maintains self in a professional manner at all times and adheres to the policies and procedures of the Agency.
- 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.
- Performs other duties and related tasks as assigned or required.

## **Qualifications**

- **An Associate's Degree in Child Development, Elementary Education, Physical Education, Recreation or a related field preferred**

**OR**

- **School-age Childcare Credential or other Office of Children and Family (OCFS)- recognized credential specific to the school-age development period and one (1) year**

of experience working with children less than 13 years of age

OR

- **High School Diploma/Equivalency Diploma and two (2) years of direct experience working with children less than 13 years of age required**
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

### **Application Instructions**

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

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### **Additional Information**

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