

# Teacher Assistant In Jamestown

Chautauqua Opportunities

Jamestown, NY

Assistant Teacher

Full-time

Onsite

\$15.99 - \$15.99 an hour

Posted on April 7, 2025

## Organization Statement

## Our Philosophy

Chautauqua Opportunities, Inc. is fighting the war against poverty by empowering low-income individuals and stabilizing the vulnerable among us. We believe that all Americans have the right to achieve all they are able to. We will strive to create economic opportunities that afford each individual a ladder out of poverty and improve the overall well-being of the entire community. It is our commitment to maintain each individual's dignity and assist, through supportive services, each one to attain short and long term goals that help them to progress toward economic stability.

***We will strive to create economic opportunities that afford each individual a ladder out of poverty and improve the overall well-being of the entire community.***

## Our Vision

Empowering individuals and families, while building and transforming communities, to achieve social and economic success.

## Our Mission

# COLA

Leading the fight against poverty by mobilizing resources and creating partnerships to promote empowerment, economic independence and opportunities.

## Job Description

### Basic Function or Position Summary:

Performs instructional tasks in classrooms to assist teaching staff. Assists in the implementation and integration of the compliance mandates by planning developmentally appropriate activities within the learning environment. Provides on-site supervision and child development services to at-risk children enrolled in a child care program.

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## Responsibilities

### Position Responsibilities and Specific Duties:

- Provide direct supervision to ensure the health and safety of up to 21 children with other staff members and up to 8 children individually.
- Maintain compliance with both NYS Day Care Regulations and Head Start Performance Standards.
- Conduct daily health checks for children
- Assist in planning, implementing, and evaluating classroom activities to meet the developmental needs of children.
- Conduct developmental screenings on children as designated.
- Participate in assigned tasks necessary for the preparation of learning centers, activities, and materials required for the implementation of planned activities to meet the developmental needs of children.
- Work with children on a one to one, small group, or large group basis.
- Together with the Teacher, maintain a safe and healthy environment.

- Together with the teacher, maintain accurate, complete and timely records, including but not limited to attendance, meals and observations of children.
- Serve meals to children ensuring dietary restrictions and safety for allergies are followed
- Maintain personal hygiene of children, including provide learning opportunities for washing of hands and use of restroom facilities
- Immediately report and concern regarding child abuse/neglect in accordance with service area policies and procedures.
- If MAT trained and certified, provide medication to children according to doctor's orders; properly document all medication given to children.
- Maintain an ASPIRE account and keep all training records current.
- Participate in community events as designated.
- Communicate with families on a regular basis through communication books, phone contact, face to face, etc.
- Encourage classroom involvement of parent and community volunteers.
- Assist volunteer staff with their assigned tasks.
- Accompany teachers on home visits as designated.
- Attend all appropriate meetings and training sessions, including obtaining the CDA credential and continued education.
- Complies with ERSEA and participates in service enrollment and recruitment strategies as required.
- Promote agency values and mission.
- Notifies supervisor following service area procedures while promoting self-sufficiency.
- Participate in the larger team of the agency through committee structures, planning, policy development, and volunteerism.

- Present subject matter to students, utilizing variety of methods and techniques incorporating strategies which are developmentally appropriate and consider attention spans and individual learning styles, such as hands-on, visual, and auditory.
- Foster cooperative and professional working relationships.
- Maintains confidentiality and complies with the code of ethics.
- Other duties as designated by supervisor.

### **Key Working Relationships:**

A. Internal: COI Management and staff

B. External: Community Agencies, Transportation Provider, Volunteers and Parents

### **Supervisory Scope:**

A. Number of staff supervised: 0

B. Titles supervised: None

### **Organizational Responsibilities:**

- Adheres to all policies and procedures.
- Gathers appropriate documentation and tracks outcomes.
- Participates in organizational committee structures as appropriate.

### **Qualifications**

Knowledge, Skills Required:

- Demonstrates organizational skills.
- Ability to work on a team.
- Ability to relate well with families of diverse backgrounds.
- Good verbal and written communication skills.
- High school diploma or general education degree (GED) plus one to three months related experience and/or training; or equivalent combination of education and experience,

mandated. Must obtain CDA credential within two years of employment.

- AAS degree with Early Childhood Education preferred.
- Computer skills required.

Special Requirements:

- Must be able to maintain substantial, Active supervision and Zone supervision of children.
- Meets OCFS training requirements and maintains OCFS training log
- Flexibility in work schedule.
- Ability to lift up to 50 pounds with or without reasonable accommodations.
- Valid NYS driver's license with the ability to travel throughout the county and reliable transportation.
- Must be able to provide consistent even tempered customer service at all times.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Please apply online at our website:

<https://www.chautauquaopportunities.com/employment/>

Or contact our HR Specialist directly:

**Jenn Borrello**

***Human Resources Specialist***

(w) 716-366-3333 Ext. 1268

(f) 716-366-3227

[jborrello@chautopp.org](mailto:jborrello@chautopp.org)