

Daycare Center Assistant

NeoVista Equities

Albany, NY

Assistant Teacher

Full-time

Onsite

\$16.00 - \$19.00 an hour

Posted on April 23, 2025

Organization Statement

NeoVista Daycare is a new company that is excited to provide high quality daycare to Albany New York residents and the surrounding areas.

Job Description

We are currently seeking a nurturing, dependable, and energetic **Daycare Center Assistant** to join our team in Albany, NY. The Daycare Assistant will support lead teachers in providing a safe, engaging, and developmentally appropriate environment for children. This is a hands-on role that requires flexibility, teamwork, and a genuine love for working with young children.

Responsibilities

- Assist lead teachers with implementing daily lesson plans and activities.
- Supervise children to ensure a safe, supportive, and positive environment.
- Support children during meals, naptime, and play, both indoors and outdoors.
- Help with diapering, toileting, handwashing, and general hygiene routines.
- Maintain a clean, organized, and welcoming classroom and play area.
- Observe and report child behaviors, progress, and concerns to the lead teacher or director.
- Build positive relationships with children, families, and fellow staff members.
- Follow all center policies, state regulations, and health and safety guidelines.
- Participate in regular staff meetings and required training sessions.

Qualifications

- High school diploma or GED required.
- Experience working with children in a daycare or early childhood education setting is preferred.
- CPR and First Aid certification (or willingness to obtain upon hire).
- Strong communication skills and a collaborative spirit.
- Ability to lift 30–40 lbs and participate in active play.
- Must meet all local and state requirements for childcare workers.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Please submit your resume, relevant certifications, and a short cover letter to Career@neovistaequities.com. We’re excited to connect with educators who are passionate about early childhood learning!

Address 69 State Street Albany, NY 12018

516-382-9778

Additional Information

- **Hourly Rate:** \$16 – \$20/hour based on experience and education
- **Health & Wellness:** Access to medical, dental, and vision insurance (for full-time staff)
- **Paid Time Off:** Vacation, sick days, and holidays
- **Professional Development:** Paid training and opportunities for certification support (e.g., CDA)
- **Childcare Discount:** Discounted tuition for employees’ children (where applicable)
- **Retirement Plan:** 401(k) with employer contribution (if applicable)

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- Flexible shifts available Monday through Friday between 7:00 AM – 6:00 PM
- Full-time (30–40 hours/week) or part-time (15–29 hours/week) options available