

Infant Assistant Teacher

Ripen With Us Child Care Center

Buffalo, NY

Assistant Teacher

Full-time

Onsite

\$15.50 - \$19.00 an hour

Posted on April 28, 2025

Organization Statement

Ripen With Us Child Care Center has been serving families from ages 6 weeks to 13 years of age for 50 Years. The mission of "Ripen With Us", is to provide a safe, developmentally-appropriate environment benefiting the child, the family, the staff and the community.

Job Description

The Assistant Teacher supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. The environment will also allow the children to grow physically, emotionally, socially and intellectually. Assistants must be able to communicate, listen and work well with others in a team environment. This position is full time and applicant must be available to work until 5:45pm.

Responsibilities

1. To prepare a warm and safe environment that is orderly, clean and appealing which permits the children to grow and to explore. Also meeting all NYS OCFS licensing requirements and Ripen With Us Child Care Policies and Procedures.
2. Assist in the implementation of curriculum activities and encourage participation by the children.
3. To interact with the children because they learn best when exposed to and engaged in high-quality environments, interactions, and relationships. (CBK)
4. To promote a pleasant mealtime through family style service incorporating using manners and expanding mealtime vocabulary.

5. To use appropriate and positive discipline using Plan for Positive Support as a guideline. This document can be found in your Staff Handbook, appendix D.
6. To actively supervise all children. Being physically present in their play space to model positive behavior and interactions.
7. To greet parents and children upon arrival each morning, welcome parents at the end of the day and keep the lines of communication open. Greeting is the most important step for parent communication.
8. To develop a cooperative and supportive attitude within the classroom and Center.
9. To assist in classroom record keeping. This includes attendances, daily health checks, CACFP logs per USDA and Ripen With Us policies.
10. Maintain current certification in Infant/Child CPR and First Aid. As well as maintaining an ASIPRE account. You will be responsible for uploading all your trainings to this site. Failure to maintain your account and not having the required training hours may lead to you being let go from your position.
11. To attend all scheduled staff meetings, in-services and Center events. During the first six months of employment, **you must receive 15 hours of training, to remain employed at the Center.** You must accumulate at least 30 hours every two years after that.
12. To share in all classroom cleaning responsibilities on an equitable basis. This includes cleaning bathrooms, floors and general surroundings. It may also mean cleaning the Center at various times of the day. If you are a closer, make sure your room and the center are closed properly at the end of the day. The rooms should be "open ready" each night for the morning.
13. To act on behalf of the group teacher in her absence.

Qualifications

1. High School Diploma or its equivalent and some experience with children.
2. Dependability. Must be available to work Monday thru Friday 6:30 am to 6:00 pm.
3. Ability to relate joyfully and sensitively to children.
4. Evidence of enough security and judgment to handle crisis situations.
5. Evidence of emotional maturity and stability.
6. Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.

7. Able to pick up and carry at least 40 pounds.
 8. Must clear full background check and pass health screening.
- **Minimum Education Level:** Highschool Graduate or GED
 - **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Location: 500 Kenmore Ave, Buffalo, NY 14223

Please email resume to ripen500@gmail.com or call 716-836-1014 and ask for Carie-jo