

# Assistant Provider

jenleitte g f day care corp

Bronx, NY

Other

Full-time, Part-time

Onsite

\$16.75 - \$17.00 an hour

Posted on May 29, 2025

## Organization Statement

Our program is a city license approved program under DOE and Early Head Start. We work with children from 2 months to 12 years old, year-round. Program is a 12-month program operating since 2017. Program opens from 7:30am-5:30pm.

## Job Description

**GENERAL STATEMENT OF DUTIES:** Assist in planning and carrying out a daily program designed to meet the physical and developmental needs of a group of children. This person must be sensitive to the needs of individual children and relate well to both the children and adults. Bilingual in English and Spanish, a plus but not necessary.

## Responsibilities

### RESPONSIBILITIES:

- Assist in planning, scheduling and implementing the daily program of appropriate developmental experiences for a classroom group of children
- Provide care and protection for assigned children
- Maintain a physical environment conducive to children's growth and development and arrange to promote optimal program functioning.
- Consider and provide for the needs of the individual in relationship to their cultural and socioeconomic background, emotional or physical handicaps and individual style and pace of

learning.

- Respect the dignity and basic rights of each child
- Help children learn to adapt to and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, napping and personal hygiene
- Make daily observations of the health of children, reporting conditions which require attention
- Assist in the maintenance of progress records on the emotional, physical, social and intellectual development of assigned children
- **Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities from Quality Stars of New York and New York Department of Health including.**
- **30 hour health and safety trainings as required.**
- **Complete continuing education- Hold a CDA certification or Study plan program for a CDA or higher degree in Early Childhood Education studies**
- Assure that equipment and materials are accessible, appropriate and in good condition
- Perform classroom related and other maintenance duties as requested
- Help in the composition of a monthly article for the center newsletter
- Assist with public relations and events and other duties as assigned
- **Maintain a pleasant, comfortable atmosphere for staff, children, families and State and City representatives.**
- **8am-5pm or 8am-6pm Monday- Friday**
- **Other Duties required**

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk and hear. The employee is frequently required to walk; sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds.

## Qualifications

### EXPERIENCE AND TRAINING:

- **Complete continuing education- Hold a CDA certification or Study plan program for a CDA or higher degree in Early Childhood Education studies**
- **Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities from Quality Stars of New York and New York Department of Health including.**
- **30-hour health and safety trainings as required.**
- **Have at least 1-3 years of experience working with children in a Early childhood program (Center or GFDC/FDC)**
- **CPR and First Aide Trained**
- **Minimum Education Level: CDA Credential**
- **Preferred Education Level: Associate's Degree**

## Application Instructions

Candidate Must send a cover letter and resume to Owner "Fabiola Tejada"  
fabiolatejada05@gmail.com and jenleitte@gmail.com

**Looking for two assistant providers to start in August 2025**

## Additional Information

Candidate must be ready to grow and develop in their schooling and training required by NYCDOH, DOE, Head Start, Aspire Registry and Quality Stars of New York.