

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.