

# Assistant Group Teacher- Immediate Hire

Hearts and Minds Daycare LLC

Jamaica, NY 11432

Assistant Teacher

Full-time, Part-time

Onsite

\$17.00 - \$19.00 an hour\*

\* Based on qualifications and experience.

Posted on February 6, 2026

## Organization Statement

Hearts and Minds Daycare is a licensed childcare center dedicated to supporting children's growth through safe, structured, and developmentally appropriate learning experiences.

## Job Description

The Assistant Teacher supports the Group Teacher in providing a safe, nurturing, and developmentally appropriate learning environment. Responsibilities include assisting with daily classroom activities and routines, supervising children, preparing materials, and maintaining a clean and organized classroom in compliance with NYC DOH regulations.

## Responsibilities

- Support the Group Teacher with daily classroom activities and lesson implementation
- Supervise children at all times to ensure safety and compliance with NYC DOH regulations
- Assist with meals, toileting, handwashing, and daily routines
- Help prepare learning materials and set up classroom activities
- Maintain a clean, organized, and sanitary classroom environment
- Support positive behavior guidance and classroom management
- Assist with transitions, nap time, and outdoor play as scheduled
- Communicate professionally with teaching staff regarding children's needs
- Follow all health, safety, and supervision policies

## Qualifications

### Applicant Qualifications

- High School Diploma or GED required
- Must meet **NYC DOH Article 47** requirements for an Assistant Teacher or be actively working toward qualification
- Minimum of **1 year experience** working with young children in a childcare or preschool setting preferred
- CDA credential or college credits in Early Childhood Education / Child Development preferred
- Ability to obtain and maintain **CPR/First Aid certification**
- Must successfully complete NYC DOH background clearance
- Must meet health requirements, including TB test and required immunizations
- Reliable attendance and ability to work as part of a team

  

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Some College Credits

### Application Instructions

- Email your resume to [info@hmdaycare.org](mailto:info@hmdaycare.org)
- Include the position you are applying for in the subject line
- **NYC DOH-qualified candidates (or actively working toward qualification) only**
- Qualified applicants will be contacted to schedule an interview
- Background clearance and health documentation are required prior to hire

### Additional Information

- This position is on-site at a licensed NYC DOH daycare
- Hours and schedule are based on program needs
- Duties may vary based on classroom assignment and staffing needs
- Employment is contingent upon meeting all NYC DOH background and health clearance requirements

- Hearts and Minds Daycare is an equal opportunity employer

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