

Teacher Assistant

Schenectady Community Action Program

Schenectady, NY 12307

Assistant Teacher

Full-time

Onsite

\$18.55 - \$18.37 an hour*

* \$18.55/hr starting & \$2.5k Sign on Bonus: \$1250 at end of 4 month Introductory Period and \$1250 at the end of the first year!

Posted on March 10, 2026

Organization Statement

In partnership with the community, SCAP creates and implements lasting solutions for people of all ages to move out of poverty

Job Description

In this role, you will work closely with classroom teachers to implement the curriculum, support daily activities, and foster each child's social, emotional, intellectual, and physical development. You will maintain a safe and organized learning environment, assist with observations and assessments, and help engage parents in their child's growth and learning. This position offers the chance to make a lasting impact on children and families, while gaining valuable experience in early childhood education.

Responsibilities

- Assists in implementing on a daily basis the Head Start curriculum and fostering each child's development socially, emotionally, intellectually and physically, maintaining a safe and healthy learning environment conducive to the growth and development of children.
- Completes the daily classroom housekeeping chores including cleaning tables, sweeping floors, removing trash, and other chores to maintain a clean and orderly classroom for children.
- Works with classroom staff to encourage parent involvement in the classroom and to welcome parents so they feel comfortable and productive as a volunteer in the classroom.

- Stays up to date on CDA credential and/or State Certifications (if applicable) and actively participates in supervisor-approved trainings to continue to learn new techniques and best practices.
- Assists Teacher with the on-going assessment of children. Observes and takes accurate and professional notes on children and shares information with other team members as appropriate. Participates in fall planning conference and spring progress report conference, following the lead of the Teacher and providing appropriate, professional feedback to the parent.

Qualifications

- Must possess an Associate's Degree in Early Childhood Education, NYS Certification and/or Child Development Associate credential (CDA).
- Direct experience with pre-school children in a classroom setting preferred.
- Demonstrated written and verbal communication skills.
- Must provide on a biennial basis a physical from a licensed health care provider, clearing you under New York State Day Care regulations.
- Background check is required prior to employment as required by NYS Day Care regulations and Federal Head Start Performance Standards.
- Knowledge and understanding of issues related to individuals and families in poverty. Ability to build upon the strengths of those we serve with diverse racial, cultural, social, educational and economic backgrounds, including high risk populations, to provide high-level services and lasting solutions to fit each individuals and family's needs.
- Demonstrated written and verbal communication skills and the ability to respond professionally in a fast-paced environment that nurtures children.
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Associate's Degree

Application Instructions

If you are a motivated individual and see yourself in this role, please complete our application and we will follow up with you on the next steps of the interview process. You may apply directly on our website: <https://www.scapny.org/>

Additional Information

Unemployment benefits during school breaks and summer months!

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