

Assistant Preschool Teacher

Queen City Early Childhood Center

Buffalo, NY 14211

Assistant Teacher

Full-time, Part-time

Onsite

\$16.00 - \$18.00 an hour

Posted on March 31, 2026

Organization Statement

Queen City Early Childhood Center is a high-quality childcare program serving children ages 6 weeks to 12 years in Buffalo, New York. Our mission is to help every child develop their best mind, their love of learning, their personality, and their bright future.

We are committed to providing a safe, nurturing, and engaging environment where children can grow academically, socially, and emotionally. Our team works collaboratively to create meaningful learning experiences while maintaining the highest standards of care and professionalism.

At Queen City, we value dedication, accountability, and a genuine passion for working with children. We are proud to build a team of educators who lead with patience, positivity, and purpose.

Job Description

The Teacher Assistant plays a key role in supporting the daily operations of the classroom by helping to create a safe, nurturing, and engaging environment for children. This position works under the direction of the Teacher and Director to assist in implementing age-appropriate activities that support children's social, emotional, and cognitive development.

The Teacher Assistant is responsible for actively engaging with children throughout the day, supporting classroom routines, and helping to maintain a clean, organized, and well-prepared learning environment. This role also includes observing children's behavior and development, assisting with documentation, and contributing to positive relationships with families through ongoing communication.

The ideal candidate will demonstrate professionalism, teamwork, and a genuine passion for early childhood education, while following all center policies and state regulations to ensure the health, safety, and well-being of all children.

Responsibilities

The Teacher Assistant supports classroom operations by helping to create a safe, nurturing, and engaging environment for children. Responsibilities include assisting with the implementation of daily activities, actively engaging with children during play and learning, and supporting smooth classroom transitions throughout the day.

The Teacher Assistant helps maintain classroom organization, cleanliness, and materials, while modeling appropriate behavior, encouraging self-help skills, and promoting positive interactions. This role also includes communicating with parents as needed, observing and documenting children's progress, and working collaboratively with teaching staff to support the overall quality of care and education.

All responsibilities must be carried out in accordance with center policies and state regulations.
a position blurb

Qualifications

Candidates must have **1–2 years of professional childcare experience** and a strong understanding of child development. Applicants should be able to work effectively in a team environment, communicate clearly with both staff and families, and demonstrate professionalism and reliability.

A High School Diploma or GED is required, with ECE coursework or a CDA preferred.

Candidates must also hold or be willing to obtain **Infant/Child CPR and First Aid certification**, and must be able to pass a **full background check and health screening**.

Strong organizational, communication, and interpersonal skills are essential, along with the ability to actively engage with children and support a safe, structured learning environment.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Interested candidates should submit their resume via email to **cthompson@queencityecc.com** and **vevans@queencityecc.com**.

Please include your **full name and the position you are applying for in the subject line.**

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