

# Assistant Toddler Teacher

Queen City Early Childhood Center

Bufflao, 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 Assistant Toddler Teacher plays a key role in supporting the daily operations of the classroom by assisting in the implementation of developmentally appropriate activities and maintaining a safe, organized, and engaging environment for children.

This position works under the direction of the Lead Teacher and Director to support classroom routines, transitions, and activities. Responsibilities include actively engaging with children, assisting with supervision, maintaining classroom cleanliness and materials, and supporting positive interactions.

The Assistant Teacher also helps observe and document children's development and contributes to maintaining positive communication with staff and families.

## Responsibilities

- Assist in implementing daily activities and classroom routines
- Actively engage with children in a positive and supportive manner
- Support smooth transitions throughout the day
- Help maintain a clean, organized, and safe classroom environment
- Assist with preparation and management of classroom materials
- Encourage positive behavior, self-help skills, and good hygiene practices
- Support supervision of children at all times
- Follow all center policies and state regulations
- Communicate effectively with staff and contribute to a team environment
- Observe children's behavior and report concerns to lead staff

## Qualifications

Candidates must have **a minimum of 1–2 years of professional childcare experience** and a basic understanding of child development. Applicants should be dependable, team-oriented, and able to effectively support classroom operations.

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

Candidates must demonstrate strong communication and interpersonal skills and the ability to engage positively with children and staff.

**Infant/Child CPR and First Aid certification is required (or willingness to obtain)**. All candidates must pass a **full background check and health screening** in accordance with state regulations.

- **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**.