

# School Age Assistant Teacher

Queen City Early Childhood Center

Buffalo, NY 14211

Assistant Teacher

Full-time, Part-time

Onsite

\$16.00 - \$18.00 an hour

Posted on April 8, 2026

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## 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

**Applicants must be available Monday through Friday from 2:00 PM – 11:30 PM, and 8:00 AM – 5:00 PM on non-school days (including holidays and recess periods).**

- **Assist in the implementation of curricula activities and encourage participation by children.**
- **Actively engage in activities; manage cleanliness, maintenance, and availability of classroom materials.**
- **Maintain frequent communications with parents through informal discussions and progress reports.**

- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

## **Responsibilities**

- Assist in the implementation of curricula activities and encourage participation by children.
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## **Qualifications**

We are seeking a dependable, energetic, and team-oriented individual with a passion for working with children. The ideal candidate demonstrates strong communication skills, professionalism, and a basic understanding of child development, along with the ability to support a safe, engaging, and structured classroom environment. • Minimum of 1-2 years of professional child care experience.

- High energy.
- Ability to work well with others.

- **Strong oral and written communication skills and basic computer skills.**
- **An understanding of child development.**
- **Excellent leadership, organizational, and interpersonal skills.**
- **Infant/child CPR and First Aid certification.**
- **Must clear full background check and must pass health screening.**

### **Educational Requirements**

- **High School Diploma or GED, and significant college credit in early childhood education or related field of study. CDA or 6 hours of ECE credit preferred.**

### **Physical Requirements**

- **Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.**
- **A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.**

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

### **Application Instructions**

Please submit your resume to **cthompson@queencityecc.com** and **vevans@queencityecc.com**.

Be sure to include:

- Your full name in the subject line
- The position you are applying for
- Your availability for an interview

Qualified candidates will be contacted to schedule a interview.

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=5498>