

Classroom 1:1 Aide

Helping Celebrate Abilities

Johnson City, NY 13790

Other

Part-time

Onsite

\$16.00 - \$18.00 an hour

Posted on August 24, 2026

Organization Statement

HCA's mission is to celebrate and empower people with intellectual and developmental disabilities in our community.

Job Description

Position Overview:

Works with an assigned preschool student to achieve the full value of classroom lessons and assists the teacher with routine classroom assignments and duties.

Positions are available both at HCA's Broad Street preschool in Johnson City and MacArthur School in Binghamton.

This is a fantastic entry-level role for those seeking experience in the Education field while giving back to the community.

HCA: not just a job opportunity but an opportunity to make a difference.

Responsibilities

Role and Responsibilities:

- Discuss assigned duties with classroom teachers in order to assist in coordination of instructional efforts. Assist in set-up and cleanup of the classroom.

- Assist with daily classroom activities and routines including facilitating and monitoring interactions of all children.
- Assist with implementation of student's individual goals/objectives. Assist with acquisition of self-help skill and personal hygiene.
- Assist with preparation of lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Assist with the distribution of teaching materials such as workbooks, papers, and pencils to students.
- Assist with enforcement of administration policies and rules governing students.
- Ensure a safe environment for the children.
- Participate in teacher-parent conferences regarding students' progress or problems as scheduled.
- Provide extra assistance to students with special needs, or those with physical and mental disabilities.
- Assist in transporting children to and from the waiting room and bus/van loading and unloading.
- Attend and participate in meetings as required.
- Assists in other duties as needed and directed.

Qualifications

Education and Experience Requirements:

- High School Diploma
- Early childhood education experience preferred.

Qualifications and Knowledge:

- Knowledge of developmentally appropriate practices in early childhood.
- Ability to communicate in a concise and effective manner. Must possess strong organizational ability and the capacity to multitask and take initiative.
- Ability to exercise tact, discretion, and confidentiality.
- Good verbal and written skills.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Please apply through our website (hcaserves.com).

Language Requirements

English

Additional Information

Please note: failure to provide responses to prescreening questions or fully complete an application may result in rejected submissions.

HCA is an equal opportunity employer. It is the policy of HCA to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants without regard to race, color, religion, creed, gender, marital status, sexual orientation, national origin or citizenship, age, genetic predisposition or carrier status, gender identity or expression, disability, military or veteran status, sexual or reproductive health decisions, traits historically associated with race, height, weight and/or any other status or characteristic protected by law.

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