

Teacher Assistant

Early Childhood Education Center

Schenectady, NY 12306

Assistant Teacher

Full-time

Onsite

\$18.10 - \$21.00 an hour*

* Hourly rate is based upon experience and if hold a valid teacher assistant certification

Posted on October 5, 2026

Organization Statement

Our mission is to act upon our beliefs, nurturing, teaching, and supporting ECEC children and families to enhance the achievement of children's educational and therapeutic goals.

Job Description

Full-time teacher assistant “in person” for a 30 hour position school hours Monday-Friday. Competitive pay based on experience and certification

Starting Pay : \$18.10

Start date: November 2026

Responsibilities

Child-Related Responsibilities:

1. Be familiar and assist each child individually or in groups with the program designed by the Teacher (i.e. teaching, strategies, interventions, etc.) to ensure program consistency throughout the day
2. Participate in meeting children's daily needs (toileting, diapering, hygiene, eating, and buses, etc.)
3. Actively participate in ensuring children's safety throughout the day (i.e. classroom, bathroom, playground, gym, snacks/meals, motor time, all transitions)
4. Carry out activities that are designed by the team or modeled by the teacher or therapists with

individual children or groups each day

5. Implement and monitor learned behavior management strategies to increase students' pro-social skills

6. Ensure that all child-related information (parent communications, classroom observations, bussing issues, etc.) are relayed in a timely manner to the appropriate people (classroom teacher, team members, Social Worker (SW), Site Coordinator)

7. Record data and/or observations, as requested by the team, in a format designed by Teacher or therapists

8. If necessary, participate in remote programming during school emergency days

9. Actively participate in team meetings, site meetings, agency meetings and planning meetings

General Classroom and Site Management Responsibilities:

1. Participate in daily classroom preparation, set-up, design and cleaning (i.e. snack, lunch, activities, communication device, visuals, copying and laminating, etc.)

2. Set-up and clean-up of classroom or site activities, including help maintaining site storage areas,

kitchen (including refrigerator), gymnasium and daily set-up and clean up and re-set of the outdoor play area. During the late spring and summer months set-up and cleanup of the site's water play.

TA's will be assigned to these tasks on a weekly or monthly rotation. These site responsibilities are overseen by the site's lead TA in partnership with the site coordinator.

3. In order to ensure a healthy classroom environment for students and staff, TA's will daily be responsible for cleaning student's classroom chairs, step stools and cube chairs. Wipe down walls

near tables and sinks, as needed or weekly.

4. Toys and materials should be wiped down or washed with appropriate cleaning agents, as needed.

Any toy that is "broken" needs to be set aside to be properly disposed of and replaced if it is integral to the learning environment.

5. Participate in site/building routines and responsibilities in accordance with OCFS standards (i.e.

shopping, ordering, organizing, cleaning or gym, closets, kitchen, storage areas, playground, etc.)

6. Maintain adequate supplies and assist with clerical tasks (i.e. attendance, lunch money), organization of materials, equipment, and furniture for classroom use

General Agency Responsibilities:

1. Always contact site coordinator and teacher when going to be absent
2. Participate in Agency Committees and Events such as picnic, graduation and art show (etc.)
to
help foster parent relationships
3. Help with annual floor cleaning prep and room set up
4. Clock in and out of ADP daily and approve time card
5. When leaving the building/site for lunch, clock out using ADP "MEAL OUT" and when you return to work clock back in using "MEAL IN".
6. Daily check and respond to email
7. Maintain Aspire account and have required trainings as necessary
8. Read and abide by agency policies in handbook (i.e. OCFS regulations, Dress Code, Cellphone Use, Confidentiality Policy, Electronic Policy and Child Abuse Policies)
9. Work towards and achieve Level 1 TA certification

Qualifications

Qualifications: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

Application Instructions

Please send resume to:

Rachelle Kehoe rkehoe@ececny.org

Jennifer Pascarella jpascarella@ececny.org

Language Requirements

English

Additional Information

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee is frequently required to lift 30-35 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Staff personnel are expected to actively participate and remain awake.

ECEC's website is ececny.org

ECEC is an equal opportunity employer

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