

# Classroom Aide

Greater Opportunities for Broome and Chenango

Endicott, NY

Other

Full-time

Onsite

\$16.89 - \$16.89 an hour

Posted on June 2, 2025

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## Organization Statement

We help our surrounding communities with comprehensive services that include emergency assistance, advocacy, early education, and safe and affordable housing. The braiding of community resources and the building of effective partnerships, serves as the cornerstone for the foundation and success of our agency.

## Job Description

The Classroom Aide supports program in providing educational activities for children and assists with other center operations as needed.

## Responsibilities

1. Statement and abides by its Standards of Conduct.
2. Assists in ensuring the agency meets all federal, state, and local regulations.
3. Works within a team to plan and administer a comprehensive program of services.
4. Demonstrates a work ethic that recognizes and supports persons of varying socio-economic, ethnic, cultural, and educational backgrounds.
5. Interacts and communicates effectively with co-workers, customers, and community members in a professional and respectful manner.
6. Immediately reports child abuse/maltreatment to New York State Central Registry and appropriate administrative staff.
7. Maintains confidentiality of information regarding children, families, staff, and program issues.

8. Follows procedure for “calling in” due to illness.
9. Participates in required meetings and trainings and shares information with colleagues as needed.
10. Rides in an agency vehicle and transports families as necessary.

### **Required Skills/Abilities**

1. Maintain a safe and healthy environment in the classroom.
2. Assists in all classroom activities as needed, including working with individual children, as well as large and small groups of children.
3. Assists with the preparation of materials and other necessary duties to ensure the orderly operation of the daily program.
4. Supports positive child development practices, including appropriate tone of voice, speaking to children at eye level, and continuously scanning the room.
5. Supports in maintaining control of the classroom by implementing clear, reasonable, consistent, and age-appropriate rules/expectations for children.
6. Models’ positive child development practices, including appropriate tone of voice, speaking to children at eye level, and continuously scanning the room for safety.
7. Supports developmental needs of children and encourages their independence.
8. Uses positive guidance and redirection to help children with challenging behaviors.
9. Communicates with parents/guardians, community members, and co-workers in an appropriate and professional manner at all times.
10. Performs other job-related duties and responsibilities as necessary.

### **Qualifications**

High School Diploma. An interest in working with young children. Valid NYS driver's license.  
Ability to be contacted.

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

## Application Instructions

<https://secure.entertimeonline.com/ta/OPPC.careers?CareersSearch=&lang=en-US>