

Assistant Child Care Teacher

Richard M Guon Child Care Center

Rochester, NY 14623

Assistant Teacher

Full-time

Onsite

\$16.25 - \$18.00 an hour

Posted on November 13, 2025

Organization Statement

The Richard M. Guon Child Care Center at MCC was built in 1991 to care for the children of MCC students, faculty, staff and children from the Rochester community. The center is licensed for 96 children ranging in age from 8 weeks to 5 years old. Four classrooms serve infants and toddlers (capacity for 36) and four classrooms serve three and four year old children (capacity for 60) including our partnership with the Rochester City School District EPK and UPK programs and a partnership with the Rush-Henrietta School District UPK program. The center is accredited by the National Association for the Education of Young Children (NAEYC) recognizing the center's commitment to best practices in early care and education.

Our mission is to promote the academic and/or career endeavors of our families by providing high quality child care in a nurturing, secure environment, which is developmentally stimulating. Parents can attend class, study and work without worrying about their children's well-being.

The Child Care Center is a department of the MCC Association, Inc. and has ties to the Departments of Human Services, Education and Psychology at MCC. We serve as a demonstration site for academic departments on the MCC campus and the greater Rochester community, and as a benchmark for quality early care and education in our community.

Job Description

POSITION TITLE: Assistant Teacher

DEPARTMENT: Child Care Center

REPORTS TO: Manager, Child Care Center

PRIMARY RESPONSIBILITIES:

He/she has primary responsibility for supervising and caring for children in compliance with regulations established by the New York State Office of Children and Family Services and NAEYC's recommendations for developmentally appropriate practices. In addition, he/she supports other staff in the implementation of the early childhood curriculum and child care program. Responsible for providing effective customer service to all internal and external customers.

SPECIFIC RESPONSIBILITIES:

I. Learning Environment and Teaching Responsibilities

- To interact frequently with children in a positive, respectful, responsive, and encouraging manner that follows the guidelines of NAEYC.
- To assist in providing a safe, cheerful, and motivating environment for the children that allows for individual and group activities.
- To assist in maintaining a neat, clean, and orderly classroom, with stimulating learning centers and hands-on activities which follow the center curriculum.
- To assist in the supervision of children in all activities, inside and out.
- To be a primary caregiver to assigned children and families.
- To give input to planning classroom activities and Center events.
- To assist in the preparation, care, and stocking of classroom materials.
- To assist the children in their personal and self-care needs, toileting, diapering, feeding, washing, clothing, comforting, and preparing for rest.
- To know every child as an individual, observing and recording growth and development using the center-approved developmental screening and assessment system.

II. Parent Relationships

- To build relationships of trust through open and interactive communication.
- To know every child's parent (s) by name, and to communicate positively with them.
- Make classroom information available to parents
- Participate in parent involvement/engagement activities.
- To tactfully and professionally address parent concerns in collaboration with the teacher.

III. Staff Communication

- To work cooperatively with other classroom staff, the Center Director, and the Administrative staff and consultants.

- To assist new and substitute staff assigned to the classroom.
- To guide the activities of student staff and field workers in the absence of the teacher.
- As appropriate, shares information about classroom or child-related issues with supervisor and other classroom staff.

IV. Professionalism

- To maintain confidentiality.
- To attend and participate in staff meetings and in-service programs
- To seek professional growth and development, and participate in a minimum of 15 hours of required ECE training per year.
- To maintain personal ASPIRE Professional Development listing.
- To receive and maintain Pediatric First Aid/CPR
- To be supportive of the Center and Center Administration.
- To maintain a positive work climate.
- To maintain a professional image.
- Assumes duties of lead teacher in the absence of the lead teacher.

V. General

- To follow daily schedules and routines.
- To follow Center policies, practices, and procedures.
- To assist with required record-keeping.
- To, at times, be responsible for a group of children without assistance.
- To follow all licensing regulations.
- To report for work on time and consistently.
- All other duties as assigned.

VI. Knowledge, Skills, and Abilities

- Knowledge of NYS child care regulation.
- Knowledge of developmentally appropriate practices and age-appropriate activities, which correspond with NAEYC guidelines.
- Effective and tactful oral and written communication skills.
- Ability to maintain positive relationships with children, co-workers, and parents.
- Ability to use constructive methods for maintaining group control and individual behaviors.
- Ability to use sound judgment and tact.
- Strong team player.

- Flexibility (especially in scheduling and practice to respond to the needs of the program).
- Creativity and patience.
- Ability to lift 40 lbs. from the floor to a waist-high table, 20 – 30 times per day.
- Ability to reach a child 20 – 30 feet away within 30 seconds.
- Ability to crouch to a child's height, maintain eye contact at the child's level, and sit on the floor for extended periods of time regularly.
- A strong sense of responsibility.

Qualifications

Qualifications:

High school diploma or equivalent. Preference given to those with a Child Development Associate (CDA) or 12 credits in early childhood education is required or must be obtained within one year of employment.

Candidate must be 18 years of age. One year of experience with young children is required. Strong interpersonal and communication skills with proven ability to provide exceptional customer service to a wide variety of customers.

Hiring Requirements:

Completed job application form, a minimum of three references (personal and professional), and official transcripts. Must be able to pass physical exam, NYS Central Registry Clearance, NYS Justice Center SEL clearance, and criminal conviction check (Comprehensive OCFS Background check).

Responsibilities

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Qualifications

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- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** CDA Credential

Application Instructions

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Additional Information

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