

# Assistant Toddler Teacher

Schenectady JCC

Niskayuna, NY 12309

Assistant Teacher

Full-time

Onsite

\$16.00 - \$17.00 an hour

Posted on March 12, 2026

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## Organization Statement

**The Schenectady JCC is a great place to work with fantastic co-workers and great members and kids. You'll find the job rewarding and fun! We are always looking for more great team members.**

## Job Description

An Assistant Teacher aides the Lead Teacher in executing lesson plans or activities for the day. Additionally, the Assistant Teacher may be responsible for leading the class in the absence of the Lead Teacher. A great Assistant Teacher is one who takes initiative, actively seeks out ways in which they can aid the teacher leading the group, is reliable, is able to easily form relationships with young children, and can work in collaboration with the Lead Teacher to create a nurturing environment in the classroom.

**We offer competitive wages and benefits including health insurance, paid time off, holiday pay, 401k and free membership.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. This job description is to be used as a guideline to describe the current functions and requirements of the position. The job description may change at any time based on business needs and/or job reorganization. We are an equal opportunity employer. As such, employment decisions are based on merit, qualifications and abilities.

## Responsibilities

### Responsibilities & Duties:

- Provide age appropriate care for each child
- Follow the directions and assignments given by the Lead Teacher, ECE Director and/or Assistant Director
- Help to maintain a well-organized, supervised, safe, and attractive classroom environment conducive to the optimal growth and development of the infants or children
- Evaluate students' social development and physical well-being.
- Assist children in developing their social and cognitive skills as well as provide them with basic education.
- Remain in compliance with OCFS regulations
- Accept responsibility for specific assignments at the discretion of the Director
- Attend monthly staff meetings and accrue a specified number of training hours

## **Qualifications**

### **Minimum Qualifications:**

- Must be 18 years of age or older
- Minimum of 1 year of paid or volunteer experience working with children
- Must demonstrate interest in working with young children, parents, and volunteers
- Must demonstrate success in working as member of a team
- Must have effective and strong communication skills (written and oral)
- Must demonstrate ability to work well with young children
- Possess a warm, loving, and nurturing personality
- Familiarity with NYS OCFS regulations preferred
- Must receive clearance by NYS OCFS at the time of hire

### **Physical Demands:**

- Good physical condition and strength.
- Able to lift a minimum of 30 lbs.
- Able to walk, squat/kneel, and sit on the floor for extended periods of time
- Able to see, hear, and speak with children to ensure their health and safety
- Quick reflexes to respond to needs of children.
- Able to walk rapidly or run if there is an emergency which require staff to do so.

- Sitting on floor, chairs and ability to get up and down with ease.
- Ability to bend from knees to help a child with clothing, shoes or other needs.
- Ability to diaper or help child with toilet needs.
- Ability to have child lean on or sit on lap of staff member.
- Ability to reach and retrieve items if necessary.
- Ability to clean, including low tables and items on floor.
- Ability to help set up room: including bulletin boards and other surfaces
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

## Application Instructions

Apply online at [www.schenectadyjcc.org/Careers](http://www.schenectadyjcc.org/Careers)