



# Toddler Teaching Assistant

University at Buffalo Child Care Center

Amherst, NY 14226

Assistant Teacher

Full-time

Onsite

\$16.25 - \$17.50 an hour

Posted on March 23, 2026

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## Organization Statement

The University at Buffalo Child Care Center, Inc. (UBCCC) consists of two child care sites located at UB's [North Campus](#) and [South Campus](#) of the University at Buffalo (UB). The sites, which are licensed by the New York State Office of Children and Family Services ([NYS OCFS](#)), are designed to serve children of UB students, faculty, staff and the community. The University at Buffalo Child Care Center, Inc. is one of the few centers in Western New York that is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children ([NAEYC](#)).

UBCCC offers both full-time and part-time care, serving the needs of children ranging in age from 6 weeks to 5 years. Hours of operation are from 7:30 a.m. to 5:30 p.m., Monday through Friday. Both sites are open year-round with the exception of the eleven legal holidays observed by the center and two staff development days.

## Job Description

We are seeking a caring and dependable **Toddler Teacher Assistant** to join our daycare team. This full-time position supports our toddler classroom by helping provide a safe, nurturing, and engaging environment for young children.

### Schedule:

Full-time day position. Must be available to work an **8-hour shift between 7:30 AM and 5:30 PM**, Monday–Friday.

### Starting Pay:

\$16.25–\$17.50 per hour

### Minimum Requirements:

- High school diploma or equivalent
- Some classroom experience working with young children
- Ability to work well as part of a team
- Strong communication and time management skills
- Reliable and dependable

**Preferred Qualifications:**

- 2-year degree in Early Childhood Education, or
- CDA (Child Development Associate) credential

**Responsibilities Include:**

- Assisting the lead teacher with daily classroom activities
- Helping create a safe, nurturing environment for toddlers
- Supporting children's social, emotional, and developmental growth
- Communicating with teachers and staff about children's needs
- Assisting with classroom organization, meals, and transitions

**Benefits:**

- Health Insurance
- Vision Insurance
- Paid Time Off (PTO)
- 401(k) retirement plan

If you are passionate about working with young children and want to be part of a supportive childcare team, we encourage you to apply.

**Responsibilities**

Teacher Assistants are responsible for:

- Helping teacher maintain classroom cleanliness and organization
- Implementing curriculum
- Any record keeping and other paperwork.
- Upholding NYS Daycare Regulations and center policies
- Helping children with daily care needs. (i.e.)Toileting,diapering,handwashing,etc.)

## Qualifications

High school diploma, or equivalent required

2 year Degree in Early childhood education or CDA preferred.

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

## Application Instructions

Please submit an updated resume to [abbeyval@buffalo.edu](mailto:abbeyval@buffalo.edu)