

Teacher Aide - Astoria

The Child Center of NY

Astoria, NY 11101

Other

Part-time

Onsite

\$18.19 - \$18.47 an hour

Posted on May 8, 2026

Organization Statement

The Child Center of NY strengthens children and families with skills, opportunities, and emotional support to build healthy, successful lives.

Job Description

Essential Functions:

- Perform the functions of this position with a strong understanding of the Head Start The Teacher's Aide is responsible for helping and supporting the teacher and assistant teacher in the creation of a responsive, age-appropriate experience that fosters the physical, social, emotional, and intellectual growth of the children.
- Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices
- Assist in facilitating activities of the children, including daily activities, field trips, selecting and arranging equipment and materials in the classroom
- Collaborate with other staff and classroom team members to maintain the function of classroom, focused on meeting the needs of children both collect and individual
- Assist in maintaining a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored;
- Assist in conducting daily health checklist and monthly environment checklist.
- Assist in assuring that files are complete, accurate, and confidentially maintained.
- Perform other duties, as may be required.

Supervisory Responsibilities:

- Assist in the management of the overall direction, and evaluation of the classroom in accordance with the federal, state, locals' requirements as well as agency policies and applicable laws.

Minimum Qualifications:

- A High School Diploma or GED
- Will support families that predominantly speak Spanish or Bengali and others, may be required depending on client needs.
- Experience working with children.
- Proficiency in Microsoft Office products
- Ability to plan and carry out assignments independently.
- Ability to prioritize, adhere to timelines and multi-task

Preferred:

- Age-appropriate Child Development Associates (CDA) Credential.

Job Behavioral Expectations:

- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
- Safe and successful performance, including meeting productivity standards.
- Maintain an understanding of the principles, methods and processes needed to perform the job. Participate in staff meetings, in-service training, and professional development training.
- Demonstrates the ability to complete work in an acceptable manner by the time and/or date established with accuracy, neatness and thoroughness and minimal number of errors.
- Record keeping which includes the following: anecdotal records, health observations forms, screening and assessment forms, attendance records, accident/incident reports, parent/staff forms in accordance with federal, state, and local licensing requirements.
- Maintain established departmental policies and procedures including maintaining strict confidentiality and adherence to guidelines at all times.

Responsibilities

- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
- Safe and successful performance, including meeting productivity standards.
- Maintain an understanding of the principles, methods and processes needed to perform the job. Participate in staff meetings, in-service training, and professional development training.
- Demonstrates the ability to complete work in an acceptable manner by the time and/or date established with accuracy, neatness and thoroughness and minimal number of errors.
- Record keeping which includes the following: anecdotal records, health observations forms, screening and assessment forms, attendance records, accident/incident reports, parent/staff forms in accordance with federal, state, and local licensing requirements.
- Maintain established departmental policies and procedures including maintaining strict confidentiality and adherence to guidelines at all times.

Qualifications

Minimum Qualifications:

- A High School Diploma or GED
- Will support families that predominantly speak Spanish or Bengali and others, may be required depending on client needs.?
- Experience working with children.
- Proficiency in Microsoft Office products
- Ability to plan and carry out assignments independently.
- Ability to prioritize, adhere to timelines and multi-task

Qualifications Preferred:

- Age-appropriate Child Development Associates (CDA) Credential.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential

Application Instructions

To apply: <https://jobs.dayforcehcm.com/en-US/childcenterny/CANDIDATEPORTAL/jobs/19013>

Language Requirements

English

Downloaded from Early Childhood Job Board on May 25, 2026
Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=5537>