

Teacher Assistant- Bush Site

Chautauqua Opportunities Inc.

Jamestown, NY 14701

Assistant Teacher

Full-time

Onsite

\$16.48 - \$18.52 an hour

Posted on May 14, 2026

Organization Statement

Chautauqua Opportunities, Inc. (COI) is a not-for-profit Community Action Agency that has served low- and moderate-income households in Chautauqua County since 1965. COI serves about 3,000 households annually with a wide range of services that have been developed to alleviate poverty and promote economic stability. The agency is a well-known provider in the areas of: Early Care and Education (Head Start, Early Head Start, UPK); Health and Family Services (Home Care, Safe House Youth Shelter, Transitional Independent Living Program, Hope Haven Women's Shelter, Mobile Crisis Outreach), Housing and Community Development (Affordable Housing, Section 8 rental subsidies, Weatherization, Lead Remediation, Homeless Prevention, Homebuyer Education) and the Child Care Council (Childcare Resource and Referral, Provider licensing and registration, Summer Food Program, Family Court Childcare). An affiliate organization, Chautauqua Opportunities for Development, Inc. (CODI), provides technical assistance and loans to startup and existing businesses.

Job Description

Position Responsibilities and Specific Duties:

- Utilize nurturing and responsive practices and interactions that foster trust and emotional security; are communication and language rich; promote growth in the developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five
- Implement well-organized learning environments with developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration, and experimentation

- Support and implement a daily schedule of program activities that offers reasonable regularity in routines.
- As directed, lead or support individual and group activities.
- Support the development of the home language for dual language learners.
- Promote learning through approaches to rest, meals, routines, and physical activity.
- Assist in completing/obtaining a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program
- Integrate child assessment data in individual and group planning.
- Communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior.
- Implement IEP's, IFSP's, and behavior plans with fidelity.
- Assist with conducting parent conferences and home visits with each family.
- Provide a safe and healthy learning environment.
- Ensure the health and safety of children by ensuring competent supervision of all children in care.
- Utilize CAPTAIN/Teacher Strategies Gold for tracking and maintaining all children records along with documentation of individual family contacts.
- Conduct daily health checks for children
- Participate in assigned tasks necessary for the preparation of learning centers, activities, and materials required for planned activities.
- Together with the teacher, maintain accurate, complete and timely records, including but not limited to attendance, meals and observations of children.
- Serve meals to children ensuring dietary restrictions and safety for allergies are followed; model eating new and diverse food options.
- Maintain personal hygiene of children, including provide learning opportunities for washing of hands and use of restroom facilities
- Assist volunteer staff with their assigned tasks.
- Participates in service enrollment and recruitment strategies • Support the planning and implementation of family events
- Promotes agency mission.
- Maintains confidentiality and complies with the code of ethics.

- Maintains consistent professional customer service.
- Job performance incorporates integrated service delivery model while promoting self-sufficiency.
- Other duties as designated by supervisor

Responsibilities

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Qualifications

- High school diploma or general education degree (GED)
- One year experience working with children.
- Must obtain CDA credential within two years of employment.
- Ability to work on a team.
- Good verbal and written communication skills.
- Computer skills required.
- Bilingual (Spanish) preferred.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential (with credit-bearing certificate)

Application Instructions

Please apply on our website Chautauquaopportunities.com

Language Requirements

English

Additional Information

This is a 10 month full-time position

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