Career Development Center
New York Early Childhood Professional Development Institute

Assistant Teacher

Odyssey House

New York, NY 10035

Assistant Teacher | Full-time | Onsite | $21.98 - $24.00 an hour*

* Tuition reimbursement, Pet insurance, 403(b), Health insurance, Vision insurance, Dental insurance, Flexible spending account, Life insurance, Employee assistance program, Disability insurance, Commuter assistance, Flexible schedule

Posted on November 24, 2026

Organization Statement

Odyssey House is a nonprofit organization dedicated to supporting individuals and families in their recovery from substance use disorders through comprehensive treatment, education, and supportive services. The Family Center provides a residential treatment environment where mothers can focus on their recovery while remaining with their children.

The Odyssey House Daycare Center is a licensed early childhood education program that provides a safe, nurturing, and developmentally appropriate learning environment for children ages six weeks through five years. The program promotes children's social, emotional, physical, and cognitive development through meaningful play, exploration, and positive relationships.

Through a two-generation approach, the daycare center supports both children and their mothers by promoting healthy parent-child relationships, modeling positive interactions, and empowering mothers to develop their parenting skills, confidence, and independence while navigating their recovery journey.

Job Description

The Assistant Teacher supports the Group Teacher in providing a safe, nurturing, and developmentally appropriate learning environment for infants, toddlers, and preschool-aged children. Responsibilities include actively supervising and engaging with children, implementing lesson plans, supporting daily classroom routines, and maintaining a clean and organized learning environment. The Assistant Teacher also models positive adult-child interactions for

parents, supervises assigned childcare workers, and works collaboratively with the educational team to support children's growth and development while adhering to DOHMH regulations and Odyssey House policies and procedures.

Responsibilities

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Assist Group Teacher in maintaining a positive, developmentally appropriate, safe and healthy learning environment.
2. Assist in implementing weekly lesson plans developed by the Group Teacher.
3. Actively participate in individual and group child activities.
4. Assist in the daily set up, break down and cleaning of the classroom.
5. Assist in serving all daily snacks and meals for assigned children.
6. Participate in all classroom trips and outings.
7. Maintain proper inventory and functioning of all classroom materials and children supplies.
8. Provide direct supervision of residents assigned to the childcare worker job function.
9. Attend all required in-service training seminars, staff meetings, on and off-site case conferences.
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11. Participate in quality improvement activities and staff development.
12. Follow and implement licensing requirements per DOHMH and Odyssey House policies.
13. Other relevant duties as assigned.

Qualifications

Candidates must be at least 18 years of age and possess a high school diploma or GED. A Child Development Associate (CDA) credential, an associate or bachelor's degree in a related field, or current enrollment in one of these programs is preferred. Experience working with young children, CPR/First Aid certification, and knowledge of NYC DOHMH childcare regulations are recommended. Candidates must demonstrate computer proficiency, be physically able to lift small children, and have the flexibility to work varying schedules. All candidates must successfully complete the required NYS Central Registry and fingerprint clearances upon hire.

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

Application Instructions

Please apply on Indeed to be considered for the position.

Language Requirements

English

Additional Information

Must be flexibile with Shift; currently hiring for 8 am to 4 pm, however, that could change dependent on needs. Must be able to travel to Randell's Island.

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