



Preschool Assistant Teacher

Hello Friends Early Learning

Highland, NY 12528

Assistant Teacher

Full-time

Onsite

\$19.00 - \$19.00 an hour

Posted on April 3, 2026

Organization Statement

About Us:

We are a non-profit 501(3)(c) organization providing child care programs for working families, specializing in Early Childhood Education and Care, and family-based classes and programs.

We strive to be a comprehensive space to care for the youngest members of our communities, and their families. Working together to create a strong network supporting those raising young children.

Our Mission is to:

- **Bridge the gap in accessible infant and toddler Early Childhood Education environments.**
- **Build a comprehensive community space to support families of young children with a strong network of family-based programming**
- **Raise the standard for Early Childhood Education by prioritizing evidence-based best practice, offering consistent, high-quality care.**
- **Create an environment where Early Childhood Educators are valued and respected for their contributions to our communities. Provide opportunities for continuing professional development and career paths with growth.**
- **Invest in the Early Childhood Education Workforce by increasing the average compensation and reduce the high rate of turnover in the Early Childhood industry.**

Job Description

Key Responsibilities:

- **Curriculum Development & Implementation:**

- Incorporate the NYS Standard Curriculum in the classroom in tandem with intentional, individualized learning experiences.
- Prioritize evidence-based best practices to support the learning and development of each child.
- Use a play-based learning method to foster exploration and discovery.

- **Child-Centered Planning & Intervention:**

- Conduct ongoing ASQ screening assessments to identify the individual needs of each child and develop personalized intervention plans as needed.
- Complete assessments with anecdotal evidence to track progress for each student
- Facilitate monthly case conferences to set goals, review progress, and collaborate with the Director and Executive Director.

- **Classroom Management & Environment:**

- Create a warm, inclusive, and safe classroom environment that encourages exploration and discovery.
- Implement the practices from the Pyramid Model Consortium that support positive behavior and foster social-emotional learning
- Maintain a clean, organized, and inviting classroom space.
- Work collaboratively within the teaching and administrative team

- **Empathetic Communication & Caregiving:**

- Build strong, trusting relationships with children, families, and colleagues.
- Communicate effectively and empathetically with parents, providing regular updates on their child's progress both in person, and through written documentation.
- Partner with families to support their child's learning and development at home and in the classroom through family conferences

- **Professional Development & Collaboration:**

- Participate in ongoing professional development opportunities, including built-in calendar days for training and growth.
- Utilize daily prep periods for planning, reflection, and collaboration with the teaching team.
- Participate in Practice Based Coaching sessions with teaching team colleagues.

- Engage in regular communication with the leadership team to ensure alignment with the center's goals and mission.

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Qualifications

We are seeking Early Childhood Educators with at least one year formal experience in the Early Childhood Education field. A Child Development Associate Credential (CDA), AA or BA is not required for this role, but formal training is preferred.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential

Application Instructions

Email Executive Director, Pamela Edmonds:

pamela@hellofriendslearning.com with a resume to schedule an in-person interview

Additional Information

All applicants are encouraged to apply! Ongoing professional development is a cornerstone for our organization. We are fortunate to partner with a variety of programs to support teachers who may require additional training/credentials.