Career Development Center
New York Early Childhood Professional Development Institute

Teacher Assistant

Special Treasures

Uniondale, NY 11553

Assistant Teacher | Full-time, Part-time | Onsite | $17.00 - $19.00 an hour

Posted on October 27, 2026

Organization Statement

At Special Treasures Childcare, we're building something special — and we're looking for exceptional individuals who want to be part of it!

We're seeking **passionate, dependable, energetic, and dedicated Lead Teachers and Assistant Teachers** who understand that early childhood education is more than just a job. It's a responsibility, a commitment, and an opportunity to shape young lives every single day.

Job Description

We're not looking for someone who simply loves children. We're looking for educators who take pride in what they do!

WHAT MAKES YOU A GREAT FIT?

? **COMMITMENT:** You take your responsibilities seriously and are invested in the success of your students, your classroom, and your team.

? **DEPENDABILITY:** You show up, on time, ready to work! You understand that your attendance and reliability directly impact children, families, and fellow educators.

? **TEACHABILITY:** You're open to feedback, eager to learn, willing to grow, and understand that even great teachers can become better.

? **A POSITIVE ATTITUDE:** You bring enthusiasm, professionalism, patience, and a solution-focused mindset to the workplace.

? **CLASSROOM LEADERSHIP:** You can actively engage children in meaningful learning experiences, establish routines, manage classroom behavior, and create a nurturing, structured environment.

? **SAFETY FIRST:** You understand that competent supervision, health and safety practices, and protecting the well-being of every child are NON-NEGOTIABLE.

Responsibilities

A. Safety & Active Supervision

- Maintain continuous active supervision of toddlers throughout the day.
- Position themselves strategically to observe and respond to children during indoor and outdoor activities.
- Assist with headcounts and transitions, ensuring every child is accounted for.
- Never leave children unattended or exit the classroom without proper coverage and authorization.
- Follow all health, safety, allergy, sanitation, and emergency procedures.
- Immediately report injuries, incidents, unsafe conditions, or concerns.

B. Classroom Engagement & Learning

- Actively participate in planned classroom activities rather than simply observing children.
- Assist with circle time, storytelling, music, art, sensory activities, and learning centers.
- Encourage language development through meaningful conversations and interactions.
- Support children in developing social skills, independence, and confidence.
- Assist in preparing and organizing educational materials.
- Provide individual assistance to children requiring additional support.

C. Behavior Guidance & Daily Routines

- Reinforce classroom expectations and positive behavior guidance strategies.
- Assist children with diapering, toileting, handwashing, meals, and rest routines.
- Support children in learning self-help and independence skills.
- Use patience, redirection, and positive reinforcement when addressing challenging behavior.
- Assist with smooth transitions between activities.
- Maintain a calm, respectful, and nurturing approach to all children.

D. Classroom Maintenance & Teamwork

- Assist with cleaning, sanitizing, and organizing classroom materials and equipment.

- Ensure learning areas are maintained and materials are returned to their designated locations.
- Follow the Lead Teacher's daily instructions and complete assigned tasks promptly.
- Assist with classroom documentation as directed.
- Communicate effectively with the Lead Teacher regarding children's needs and classroom concerns.
- Take initiative and demonstrate ownership of classroom responsibilities.

E. Professionalism & Accountability

- Report to work on time and prepared to perform assigned duties.
- Remain actively engaged with children throughout the scheduled shift.
- Refrain from unauthorized personal cell phone use or activities unrelated to classroom responsibilities.
- Maintain confidentiality and professional boundaries.
- Follow management directives and center policies.
- Demonstrate a positive attitude, flexibility, dependability, and willingness to receive feedback.

Qualifications

One year of experience working with children less than 13 years of age.

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

Application Instructions

To? ?progress? ?further,? ?we? ?would? also ?like? ?to? ?invite? ?you? ?to? ?respond? ?to? ?these? ?VideoAsk? ?questions.? *To? ?complete? ?these? ?questions,? ?you? ?will? ?need? ?access? ?to? ?a? ?phone? ?or? ?computer? ?that? ?allows? ?you? ?to? ?record? ?video.?*

Answer? ?the? ?questions? ?by? ?clicking? ?here:
https://link.childcareautomation.com/l/frg0KLgCRt

Language Requirements

English, Spanish

Additional Information

Resumes can also be submitted to: specialtreasureschildcare@gmail.com

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