Rochester Childfirst Network
SERVING CHILDREN SINCE 1857

Substitute Teacher Aides and Assistant Teachers (Rochester, NY)

TYPE OF POSITION

Rochester Childfirst Network is looking to hire on-call, as needed substitute teacher's aides up to 37.5 hours per week.

POSITION SUMMARY

To assist the Lead Teacher in providing a positive learning experience for children and families, creating a successful environment that will promote the growth and development of toddlers, UPK, and school-age children and families. Aides will assist the teacher in all work as appropriate and with all other program components of social, emotional, physical, and cognitive development.

QUALIFICATIONS

(Consideration may be given for equivalent knowledge, skills, abilities, education, and experience).

- High School Diploma or General Education Degree (GED)
- Early Childhood education and/or CDA (Child Development Associate) preferred.
- Demonstrated interest in and ability to work with young children and their parents of all socio-economic levels; knowledge of early childhood education practices; experience caring for young children in a childcare center.
- Willing to be trained in the field of early childhood development, including workshops and training sessions.
- Strong organizational and interpersonal skills.
- Ability to work as a team member with staff and parents.
- Valid New York Driver's license with reliable transportation and must pass required criminal background check.
- Regular walking, standing, kneeling, stooping, bending, sitting on the floor, and carrying or lifting up to 50 pounds.
- Ability to apply Early Childhood Development theory in daily classroom activities and adapt to the individual needs of children.
- At least one year of experience working in a childcare facility.
- Working toward AAS or BA in Early Childhood Education (ECE) preferred, but not necessary.

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ESSENTIAL FUNCTIONS

- Performs as a team member within classroom, and when sharing classroom with other staff
- During meal time helps children set up tables. While eating with the children will provide an atmosphere for family style meals; after meal clean up.
- Assists the Teacher in completing all required reports and distributing them to the appropriate people at the appropriate time; and assist in maintaining up-to-date files for all children.
- Assists and familiar with the following, but not limited to, laundry, sanitation codes and requirements, janitorial duties, building emergency and evacuation plan; keeping the building and playgrounds in clean and safe condition and good repair at all times.
- Create a positive atmosphere for children; assist with effective transitions between activities, modeling for parents though the implementation of the curriculum and consistent use of appropriate discipline and problem solving skills (Project Achieve-Stop & Think).
- Substitute as necessary in the absence of the Teacher or Teacher Assistant.
- Maintains the utmost confidentiality at all times, according to the Confidentiality Policy, and guides other staff in confidentiality issues.
- Perform other duties as assigned.

To Apply: Tiffany VanAuker, Director of Operations
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