

Order Number:

NY1627668

Date Job Order Received:

05/06/2026

Number of Openings:

1

Company Name:

Hand in Hand Early Childhood Center

Job Title:

Afternoon Assistant

Minimum Experience Required:

No experience requirement provided.

Job Description:

Hours are 12-5:30 p.m. Monday through Friday Duties and Responsibilities but not limited to: 1. Maintain and support the mission and philosophy of the Hand In Hand Early Childhood Center. 2. Plan and implement developmentally appropriate activities and experiences 3. Supervision of children 4. Establish and maintain a positive relationship with children and their families 5. Organize the classroom environment, clean up after meals, cleaning classroom, organizing classroom materials and toys 6. Complete daily prep work that is needed 7. Obtain and document 15 hours of annual training in accordance with OCFS 8. Attend all staff meetings, parent meetings and others as requested by the Director. 9. Any other duties and responsibilities as assigned by the Director 10. Use appropriate tone and language at all times with children and/or staff as you could be overheard by children or parents 11. Give teachers breaks and relieve teachers at the end of the day. Must be able to work well with a team and follow proper chain of command. Must have a firm knowledge of early childhood development and have the ability to document observations.

Job Location:

Lowville, New York 13367

Pay:

\$16.00 Hourly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Part Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

Less Than High School

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site:

https://www.indeed.com/viewjob?jk=2b15338473f797f5&from=shareddesktop_copy