

# Teaching Assistants (Toddler, Preschool & Upk)

Little Genius Center for Learning

Clifton Park, NY 12065

Assistant Teacher

Full-time, Part-time

Onsite

\$15.50 - \$17.00 an hour\*

\* Wage is based on LGCFL Payscale, Experience, Education and Credentials

Posted on September 24, 2025

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## Organization Statement

Little Genius nurtures each child's unique potential through joyful, bilingual education and character-building experiences. We create a safe, inspiring environment that fosters academic excellence, emotional growth, and 21st-century skills—preparing confident, compassionate learners for a global future.

## Job Description

Classroom Management:

- Work in a team in the classroom and with Little Genius Center for Learning (LGCFL) staff to facilitate and manage the classroom.
- Must display caring, creative personality and take initiative to support in the classroom.
- Assist in providing appropriate supervision for children at all times adhering to OFCS ratio compliance.
- Develop and maintain positive relationships with children and parents
- Assist in providing basic needs for children
- Work with children to improve their social skills and build self-esteem.
- Assist in maintaining and providing care for children using responsive discipline and self-regulations techniques.
- Assist maintaining inventory for classroom supplies and request items as needed.
- Responsible for classroom management when the Lead teacher is absent.

### Curriculum & Planning:

- Assisting with implementation of developmentally appropriate, creative, fun-filled curriculum using a variety of educational techniques
- Assist in providing tools and resources for children to use and explore during learning and play activities.
- Assist in communicating with families and school administrators using the Procare app for communicating with families, keeping track of daily activities, and documenting learning.
- Assist in the implementation of a consistent routine and give the children a sense of security and stability.
- Assist in maintaining a neat, clean and organized classroom
- Assist in supporting and helping prepare detailed and developmentally appropriate lesson plans, using the Creative Curriculum and best practices.

## **Responsibilities**

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## Qualifications

### Education Requirements

High School Diploma or GED

Spanish speaking is a plus but not required.

### Experience Requirements

1+ Childcare experience preferred

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

## Application Instructions

Please send completed resume with 3 references to:

email: [littlegenius518@gmail.com](mailto:littlegenius518@gmail.com)

subject: Job ID 5272- Teaching Assistant

## Additional Information

We're a passionate and committed team looking for individuals who share our drive and dedication. Our goal is to build a strong, stable staff community, and we value team members who are reliable, enthusiastic, and invested in long-term growth. If you're someone who thrives in a collaborative environment and wants to make a lasting impact, we'd love to have you grow with us.

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