



# Teacher Assistant - N. Main Site

Chautauqua Opportunities Inc.

Jamestown, NY 14701

Assistant Teacher

Full-time

Onsite

\$16.48 - \$18.52 an hour

Posted on May 14, 2026

## Organization Statement

Chautauqua Opportunities, Inc. (COI) is a not-for-profit Community Action Agency that has served low- and moderate-income households in Chautauqua County since 1965. COI serves about 3,000 households annually with a wide range of services that have been developed to alleviate poverty and promote economic stability. The agency is a well-known provider in the areas of: Early Care and Education (Head Start, Early Head Start, UPK); Health and Family Services (Home Care, Safe House Youth Shelter, Transitional Independent Living Program, Hope Haven Women's Shelter, Mobile Crisis Outreach), Housing and Community Development (Affordable Housing, Section 8 rental subsidies, Weatherization, Lead Remediation, Homeless Prevention, Homebuyer Education) and the Child Care Council (Childcare Resource and Referral, Provider licensing and registration, Summer Food Program, Family Court Childcare). An affiliate organization, Chautauqua Opportunities for Development, Inc. (CODI), provides technical assistance and loans to startup and existing businesses.

## Job Description

Performs instructional tasks in classrooms to assist teaching staff. Assists in the implementation and integration of the compliance mandates by planning developmentally appropriate activities within the learning environment. Provides on-site supervision and child development services to at-risk children enrolled in a child care program

## Responsibilities

- Provide direct supervision to ensure the health and safety of up to 21 children with other staff members and up to 8 children individually.

- Maintain compliance with both NYS Day Care Regulations and Head Start Performance Standards.
- Conduct daily health checks for children
- Assist in planning, implementing, and evaluating classroom activities to meet the developmental needs of children.
- Conduct developmental screenings on children as designated.
- Participate in assigned tasks necessary for the preparation of learning centers, activities, and materials required for the implementation of planned activities to meet the developmental needs of children.
- Work with children on a one to one, small group, or large group basis.
- Together with the Teacher, maintain a safe and healthy environment.
- Together with the teacher, maintain accurate, complete and timely records, including but not limited to attendance, meals and observations of children.
- Serve meals to children ensuring dietary restrictions and safety for allergies are followed
- Maintain personal hygiene of children, including provide learning opportunities for washing of hands and use of restroom facilities
- Immediately report and concern regarding child abuse/neglect in accordance with service area policies and procedures.
- If MAT trained and certified, provide medication to children according to doctor's orders; properly document all medication given to children.
- Maintain an ASPIRE account and keep all training records current.
- Participate in community events as designated.
- Communicate with families on a regular basis through communication books, phone contact, face to face, etc.
- Encourage classroom involvement of parent and community volunteers.
- Assist volunteer staff with their assigned tasks.
- Accompany teachers on home visits as designated.
- Attend all appropriate meetings and training sessions, including obtaining the CDA credential and continued education.
- Complies with ERSEA and participates in service enrollment and recruitment strategies as required.
- Promote agency values and mission.

- Notifies supervisor following service area procedures while promoting self-sufficiency.
- Participate in the larger team of the agency through committee structures, planning, policy development, and volunteerism.
- Present subject matter to students, utilizing variety of methods and techniques incorporating strategies which are developmentally appropriate and consider attention spans and individual learning styles, such as hands-on, visual, and auditory.
- Foster cooperative and professional working relationships.
- Maintains confidentiality and complies with the code of ethics.
- Other duties as designated by supervisor.

## Qualifications

- Demonstrates organizational skills.
- Ability to work on a team.
- Ability to relate well with families of diverse backgrounds.
- Good verbal and written communication skills.
- High school diploma or general education degree (GED) plus one to three months related experience and/or training; or equivalent combination of education and experience, mandated. Must obtain CDA credential within two years of employment.
- AAS degree with Early Childhood Education preferred.
- Computer skills required.
- Must be able to maintain substantial, Active supervision and Zone supervision of children.
- Meets OCFS training requirements and maintains OCFS training log
- Flexibility in work schedule.
- Ability to lift up to 50 pounds with or without reasonable accommodations.
- Valid NYS driver's license with the ability to travel throughout the county and reliable transportation.
- Must be able to provide consistent even tempered customer service at all times.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

please apply online at [chautauquaopportunities.com](http://chautauquaopportunities.com)

## **Language Requirements**

English

## **Additional Information**

This position is available as either a 10-month or 12-month.

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