

Teachers Aid

Tots 2 Teens, LLC

Spring Valley, NY 10977

Assistant Teacher

Part-time

Onsite

\$18.00 - \$25.00 an hour

Posted on September 14, 2026

Organization Statement

Tots 2 Teens, LLC is an early childhood education center in Spring Valley, New York, dedicated to providing safe, nurturing care and joyful learning. We support each child's academic, social, and emotional growth through engaging activities, caring educators, and strong family partnerships. Our goal is to help children build confidence, independence, and a strong foundation for kindergarten and lifelong learning.

Job Description

Tots 2 Teens, LLC is seeking a caring, dependable **UPK Teacher Assistant** to support the lead teacher in providing a safe, nurturing, and engaging classroom for preschool children.

Responsibilities include helping with lessons, supervising children, preparing classroom materials, supporting positive behavior, and assisting with meals, toileting, and daily routines. The assistant will help maintain a clean, organized classroom and work with staff and families to support each child's learning and development.

Responsibilities

- Assist the lead teacher with lessons, learning centers, arts, music, and play.
- Actively supervise children during classroom activities, outdoor play, meals, and transitions.

- Support children's language, social, emotional, and independence skills.
- Guide behavior through positive reinforcement and respectful redirection.
- Assist with toileting, handwashing, meals, and other daily routines.
- Prepare materials and keep classrooms clean, organized, and safe.
- Share observations about children's progress and needs with the lead teacher.
- Follow school safety procedures and promptly report injuries or concerns.
- Communicate professionally with families and maintain confidentiality.
- Participate in staff meetings and required training.

Qualifications

- High school diploma or equivalent; coursework in early childhood education preferred.
- Experience working with preschool children preferred.
- Patient, dependable, and able to guide children positively.
- Strong communication and teamwork skills.
- Able to actively supervise children and assist with daily routines.
- Willing to complete required training; CPR and First Aid certification preferred.
- Must complete required background checks and employment clearances.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential (with credit-bearing certificate)

Application Instructions

Please submit your résumé and a brief statement describing your experience working with preschool children. Include your availability, relevant certifications, and contact information for two professional references.

Selected applicants will be contacted for an interview. Employment is contingent upon completion of required background checks, clearances, and onboarding documents.

Language Requirements

English, Spanish, Haitian Creole

Additional Information

Tots 2 Teens, LLC offers a supportive, collaborative environment focused on children's safety, joyful learning, and development. This position follows the UPK school-day schedule. Consistent attendance, punctuality, and participation in required training are essential. Compensation will be discussed during the interview. Tots 2 Teens, LLC is an equal opportunity employer.

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