Career Development Center
New York Early Childhood Professional Development Institute

Classroom Assistant

Delhi Campus Child Care Center Inc.

Delhi, NY 13753

Assistant Teacher | Full-time, Part-time | Onsite | $16.90 - $16.90 an hour

Posted on October 21, 2026

Organization Statement

The Delhi Campus Child Care Center, Inc. (DC4) is a not for profit corporation licensed by the New York State Office of Children and Family Services and a participant in QUALITYstarsNY.

DC4 was established in 1985 to serve the childcare needs of SUNY students, staff of SUNY Delhi (CADI, DC4, Research Foundation, or anyone who works on campus), and New York State Employees. Enrollment is also open to the community. A Board of Directors representing these constituencies governs the Center.

DC4 is located at 1104 Arbor Hill Road on lower campus just past the Delhi College Farm and Decker Auto lab. The state-of-the-art facility was completed in the spring of 2012 and includes: 5 classrooms, 4 large playgrounds, kitchen, large indoor gym, library, and parent resource area. DC4 is licensed to serve 85 children ages 6 weeks-12 years.

It is our responsibility as parents and educators to work together in guiding the growth and development of your children. To make our program as effective as possible, we value your role in this responsibility and appreciate your ideas. Parents are always welcome to and are encouraged to visit the Center. Please call the Center at (607) 746-4710 for more information.

Job Description

DC-4 welcomes applications for a Classroom Assistant to join our team. The Classroom Assistant will work in classrooms serving children ages 6 weeks to 12 years old.

The Classroom Assistant will support the classroom staff in maintaining an orderly learning environment, taking into consideration the child's physical, emotional, social, and intellectual needs. Will assist in daily classroom operations to create a warm and caring atmosphere, which will welcome children, families and visitors. The Classroom Assistant is involved with setting up

individual interest and learning centers, arranging equipment appropriately, meeting fire and safety requirements, and assuring the equipment is safe, clean and appropriate for the child's age and ability. In addition, the Classroom Assistant must at all times maintain confidentiality of information regarding personnel, families, children and program matters.

This position can be either full or part time.

Job Types: Full-time, Part-time

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Paid time off
- Professional development assistance

Work Location: In person

Responsibilities

The Classroom Assistant will support the classroom staff in maintaining an orderly learning environment, taking into consideration the child's physical, emotional, social, and intellectual needs. Will assist in daily classroom operations to create a warm and caring atmosphere, which will welcome children, families and visitors. The Classroom Assistant is involved with setting up individual interest and learning centers, arranging equipment appropriately, meeting fire and safety requirements, and assuring the equipment is safe, clean and appropriate for the child's age and ability. In addition, the Classroom Assistant must at all times maintain confidentiality of information regarding personnel, families, children and program matters.

Qualifications

High School Diploma

6 months to 1 year experience in working with children

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

Application Instructions

Please complete our formal application using the link below and someone will be in touch with you via email.

https://www.jotform.com/build/261105801173143

Language Requirements

English

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