Career Development Center
New York Early Childhood Professional Development Institute

Toddler Assistant Teacher

University at Buffalo Child Care inc

Amherst, NY 14260

Assistant Teacher | Full-time | Onsite | $16.25 - $21.25 an hour*

* Based on Experience.

Posted on November 5, 2026

Organization Statement

University at Buffalo Child Care Center, Inc. (UBCCC) is a nonprofit childcare organization dedicated to providing high-quality early childhood education and care. Located on the University at Buffalo campus, we are a NAEYC-accredited, Quality Stars-rated program committed to creating safe, nurturing, and engaging learning environments for children.

Our team of dedicated early childhood professionals works collaboratively to support children's growth and development while building strong partnerships with families. We value teamwork, professional development, and creating a positive workplace where educators feel supported and have opportunities to grow.

Job Description

University at Buffalo Child Care Center, Inc. is seeking a caring, dependable, and enthusiastic Toddler Assistant Teacher to join our team!

We are a nonprofit childcare center located on the University at Buffalo campus. Our NAEYC-accredited, Quality Stars-rated program is committed to providing high-quality early childhood education in a safe, nurturing, and developmentally appropriate environment.

The Toddler Assistant Teacher works collaboratively with the Lead Teacher and classroom team to support the daily care, learning, and development of young children. We are looking for someone who enjoys working with toddlers, understands the importance of responsive caregiving, and is committed to creating positive relationships with children and families.

Responsibilities

- Assist the Lead Teacher in planning and implementing developmentally appropriate activities and learning experiences.
- Provide attentive, responsive, and nurturing care to toddlers.
- Support children's social, emotional, physical, and cognitive development.
- Assist with daily classroom routines, including meals, diapering, toileting, nap times, and transitions.
- Maintain a clean, organized, and safe classroom environment.
- Follow all health, safety, and sanitation procedures, as well as NYS Office of Children and Family Services (OCFS) regulations.
- Build positive relationships with children, families, and coworkers.
- Participate in staff meetings, professional development, and required trainings.
- Support the overall operation of the classroom and assist other classrooms when needed.

Qualifications

- High school diploma or equivalent required.
- Previous childcare or early childhood classroom experience required.
- Associate's degree in Early Childhood Education or a related field preferred.
- Child Development Associate (CDA) credential preferred.
- Ability to work collaboratively as part of a classroom team.
- Strong communication, organization, and interpersonal skills.
- Dependable, flexible, and passionate about working with young children.
- Must meet all NYS OCFS employment requirements.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential

Application Instructions

Interested applicants are encouraged to contact University at Buffalo Child Care Center, Inc. to express their interest in the position.

Please call the center at **716-645-6509** or email **Lisa Lynch at lisalync@buffalo.edu** to inquire about the position and next steps in the application process.

We look forward to hearing from you!

Language Requirements

English

Additional Information

University at Buffalo Child Care Center, Inc. is proud to provide a high-quality early childhood program in a collaborative and supportive environment. We are an established nonprofit childcare center with NAEYC accreditation and a Quality Stars rating.

Our team values professionalism, teamwork, continued learning, and building meaningful relationships with children and families. We encourage individuals who are passionate about early childhood education and committed to making a positive difference in the lives of young children to apply.

Candidates must meet all applicable New York State Office of Children and Family Services (OCFS) employment requirements, including required background checks and clearances.

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