

## ***The Job***

Teacher Assistant (Childcare Center)

It Takes a Village Childcare Center, Syracuse NY

It Takes a Village Childcare Center is looking for a fun-loving Teacher Assistant to join our winning team! This is the most flexible teaching experience you will ever find, and our children are the BEST!!

It Takes a Village Childcare Center operates 24 hours (including weekends) and is currently seeking motivated, energetic, creative team members who work well with a diverse group of children of various ages, stages, and backgrounds. We have positions on all shifts, including part time and full time. Candidates must be reliable, punctual, energetic, creative, fun, and passionate about engaging with children.

## ***About Us***

Headquartered in Syracuse, NY, It Takes a Village Family Daycare is a local small business with big hearts and open minds helping our children learn and grow while their guardians handle all their day-to-day responsibilities! It Takes a Village Family Daycare is a 24hr (including weekends) In-Home Educational Program servicing children 6wks - 12yrs old located on the Near West Side. Our program environment is friendly, fun, professional, safe, & clean

## ***Why join us?***

We celebrate and reward our team with competitive pay, inclusive leadership, an opportunity to advance and grow, flexible scheduling, and the ability to make a meaningful impact on our local community.

## ***Job Summary and Responsibilities:***

- \*Maintain daily open communication & professional relationships with parents.
- \*Maintain confidentiality.
- \*Arrange a daycare environment in accordance to program goals and philosophy.
- \*Maintain a safe and healthy environment.
- \*Attend trainings and staff meetings.
- \*Meet all applicable licensing regulations.
- \*Dress children and change diapers.
- \*Help children with homework and schoolwork.

- \*Perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens.
- \*Accompany children to and from school, and/or outings.
- \*Sanitize toys and play equipment.
- \*Prepare healthy meals & snacks.
- \*SMILE AND HAVE FUN!! :)

***Required Technical Skills:***

Familiarity with the use of computers and their associated equipment (mouse, keyboard).

Ability to learn and pick-up internal company software.

***Required Interpersonal Skills:***

Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions, making sure to understand the severity of a problem and the impact to the clients.

Service Orientation: Puts priority on maintaining a high level of work and willing to take criticism and makes changes in the work to ensure client needs are met. Candidates must be reliable, punctual, energetic, creative, fun, and work well with children.

Judgment and Decision-Making: Consider the relative costs and benefits of potential actions to choose the most appropriate one, using technical common sense and training to reduce overall potential for negative impacts.

***Preferred Technical Skills:***

Office Management Tools: Use of multiple end-user software packages and cloud solutions (which must include a business productivity suite such as MS Office or Google Docs)

***Preferred Interpersonal Skills:***

Critical Thinking: Use logic and reasoning to identify the risks and rewards of alternative solutions, conclusions, or approaches to problems to improve operational efficiency; see the big picture and identify areas for improvement.

***Required Certifications:***

None – you make your own destiny here!

***Job Details:***

Business Name – It Takes a Village Family Daycare

Classification: non-exempt

Salary or Hourly Pay Range: Minimum Wage

Full or Part-Time Status: Part-Time

Experience: Past experience in childcare is preferred

Travel requirements and any night or weekend work: Must have reliable transportation to job location. Certain shifts require night and weekend availability.

Working conditions —always in person, may be required to lift up to 50 pounds, employees should expect to be on their feet.

***Physical Requirements:***

Prolonged periods of standing and frequent bending. Must be able to keep up with active children.

***Inclusivity Statement:***

We are committed to creating a diverse and inclusive environment and are proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, creed, national origin, religion, sex (including pregnancy, childbirth, or related

medical conditions), gender, gender identity, age, marital status, physical or mental disability, predisposing genetic characteristics, sexual orientation, domestic violence victim status, military status, or veteran's status.

Please send resumes or qualifications to the owner Tanika Jones at:

[ittakesavillagefdc@gmail.com](mailto:ittakesavillagefdc@gmail.com)

To contact directly with questions please call **(315) 516-2235**.

Visit our FACEBOOK PAGE to learn more; It Takes A Village Family Daycare:

<https://www.facebook.com/ittakesavillagefdc>