

Early Childhood Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=241734>

Downloaded On: Jul. 22, 2024 1:27pm

Posted Jul. 18, 2024, set to expire Nov. 17, 2024

<b>Job Title</b>	Early Childhood Assistant
<b>Department</b>	Early Childhood Research Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Childhood/Youth Education Education - General
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51664">https://www.ubjobs.buffalo.edu/postings/51664</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

Affiliated with the [Graduate School of Education](#) (GSE) at UB, the [Early Childhood Research Center](#) (ECRC) is a NAEYC accredited program for preschool children that also conducts research and supports teacher preparation. The **Early Childhood Assistant** will be part of the ECRC administration, working closely with the Associate Director and Curriculum Coordinator. This is a temporary position.

### Responsibilities include:

- Responsible for taking on the role of the Early Childhood Assistant in one of our preschool

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classrooms, as they coordinate and assess preschool students through a play-based curriculum using guided play strategies.

- Support and mentor student assistant teachers and preservice interns in the Early Childhood/Childhood and UBTeach Programs and provide them with reflective classroom guidance daily.
- Maintain Ongoing Communication with Families
- Coordinate with Surrounding School Districts
- Support Research at the Facility
- Support NAEYC accreditation and NYS Licensing.
- Assist in the preparation of classroom enrollment and attendance documents.
- Engage in program promotion.

A background check is required. The ECRC is a NYS Licensed Child Care Center, a full background check through the Office of Children and Family Services (OCFS) is required, including fingerprinting and a physical with TB test.

The ECRC and Graduate School of Education is committed to fostering an equitable, diverse, just and inclusive environment. We seek individuals who have a demonstrated history of community-based advocacy and engagement in efforts to achieve equity, inclusivity and justice.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department, and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action-equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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**Minimum Qualifications**

Bachelors in Early Childhood Education

**Preferred Qualifications**

Ed.D. or Ph.D. in education, child development, or other relevant fields

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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