COMMUNITY ACTION PLANNING COUNCIL
Job Posting

Pre-K Master Teacher II (Temporary)

CLASSIFICATION: Temporary/Academic/Non-exempt
POSITION GRADE: 6
HOURLY RATE: $20.00 per hour (Bachelor’s Degree in early childhood education with NYS Certification in B-2) OR $15.52 per hour (Bachelor’s Degree in early childhood education and 5-year plan to obtain certification)
WORK HOURS: 37.5 hours per week - Occasional evening hours required.
JOB LOCATION: CAPC Pre-K Classroom (Philadelphia Primary School)
START DATE: August 17, 2020

JOB SUMMARY: The Master Teacher II is responsible for teaching and maintaining a safe, healthy, and developmentally appropriate pre-school classroom with the support of a teacher assistant and teacher aide in compliance with full-day Pre-K regulations. The Master Teacher prepares and implements lesson plans for classroom activities as well as other duties necessary to provide a quality UPK program for 15 preschool children for the AM and PM sessions.

EDUCATION: Bachelor’s Degree in early childhood education with NYS certification in Birth-2nd Grade, or a Bachelor’s Degree in early childhood education with 5-year plan to obtain certification.

EXPERIENCE: Previous experience in an early childhood setting and supervision required.

SKILLS: Knowledge of child development and the ability to work and interact with young children; strong leadership and mentoring skills; effective communication, organization and time management skills; the ability to maintain confidentiality of program and agency related information; keep accurate detailed records, serve as an advocate for children and families; and cooperate with all staff to provide quality programming for Pre-K children and families.

OTHER:
- All employment is conditional pending satisfactory medical exam/TB test and receipt of fingerprint clearance from the NYS Education Department at the time of hire. Employee will be required to sign an affidavit annually which states that he/she has not been indicated in a child abuse or neglect case within the past year.
- Preference is given to qualified in-house candidates.
- Must be able to provide independent transportation to perform job responsibilities.
- CAPC is a Substance-Free Workplace. Employees are subject to random, post-accident and reasonable suspicion drug testing.
- Physical requirements of the job include standing, sitting, walking, must be able to bend or kneel to child’s eye level, and lift up to 40 pounds. Manual dexterity and visual skills required. Auditory and verbal skills required for communication with children, staff and the public.

TO APPLY: Submit updated resume, CAPC application form, transcript, certification or 5-year plan to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, email hr@capjc.org or fax 315-785-0892. Application form available at www.capjc.org. Applications will be accepted until position is filled.

EOE

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