COMMUNITY ACTION PLANNING COUNCIL

Job Opening
(In-House & Out-of-House)

JOB TITLE: Teacher Aide 1 or 2 *(Preference given to hire a Grade 2)*

PROGRAM: Head Start

CLASSIFICATION: Academic Part-time Non-Exempt

POSITION GRADE: Grade 1 / Grade 2

SALARY: Grade 1 is $11.80 Per Hour  Grade 2 is $12.10 Per Hour

JOB HOURS: 22 hours per week (daytime hours may vary subject to ensure appropriate coverage of classroom and bus. Occasional evening hours.)

JOB LOCATION: Head Start Center, Carthage NY

JOB START DATE: August 24, 2020

JOB SUMMARY: The Teacher Aide is responsible for assisting the Master Teacher and Teacher Assistant in implementing age appropriate activities for preschool children; assisting with mealtimes, and participating in classroom preparation and cleanup. The Teacher Aide helps to ensure the safety of the children and supports the day-to-day operations within the classroom; and serves as a bus monitor on assigned bus runs.

REQUIRED EDUCATION:
*For Position Grade 1*: GED or high school diploma with a plan to complete preschool Child Development Associate (CDA) credential or Associate Degree in Early Childhood Education within 2 years of hire.

*For Position Grade 2*: Associate Degree in Early Childhood Education or a current preschool Child Development Associate (CDA) credential.

EXPERIENCE: Experience working in an early childhood setting required.

OTHER REQUIREMENTS:
Basic knowledge of child development and the ability to work with young children.
Supportive and non-judgmental in working with diverse families.
Maintain confidentiality of program and agency related information.
Ability to observe and record behaviors of children.
Work as a team and cooperate with all staff to provide quality programming for children and families.
Possess excellent communication skills (verbal and written).
Ability to keep accurate and detailed records.
Serve as an advocate for children and their families.
Carry out appropriate education program for a group of children and their families within the context of the Head Start philosophy and performance standards.

OTHER: Preference is given to qualified in-house applicants. Employment is conditional pending satisfactory medical exam and TB test; Policy Council approval, clearance from the NYS Central Register for Child Abuse and Neglect, NYS Office of Children & Family Services, and the NYS Division of Criminal Justice Services at 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. CAPC is a Substance-Free workplace. CAPC conducts random, post-accident and reasonable suspicion drug testing.

BENEFITS: Agency Fringe Benefit Plan, academic schedule, paid school vacations, unemployment benefits during the summer months.

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

EOE

Posted 6/30/2020