

COMMUNITY ACTION PLANNING COUNCIL

Job Posting

Teacher Aide Substitutes

JOB TITLE:	Substitute Teacher Aides
PROGRAM:	Head Start and Pre-K Programs
CLASSIFICATION:	Hourly-As-Needed
SALARY:	\$12.50 per hour
JOB LOCATION:	CAPC Head Start classrooms in Watertown, Carthage, Adams Center, Dexter, Evans Mills CAPC Pre-K Classrooms in Watertown, Sackets Harbor, & Indian River School Districts

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

EDUCATION: High School Diploma or GED required.

EXPERIENCE: Experience working with preschool children preferred.

SKILLS:

- Basic knowledge of child development
- Ability to work with young children
- 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 and Pre-K philosophy and performance standards

PHYSICAL:

The physical components of this job include, but are not limited to, being able to sit down on the floor, walk short distances, run, climb stairs; and lift or carry up to 40 pounds. The job involves working both indoors and outdoors in all types of weather.

OTHER: Employment is conditional pending satisfactory medical exam/TB test, and a comprehensive background clearance at the time of hire.

TO APPLY: Complete CAPC employment application form in its entirety and send to:

Community Action Planning Council

518 Davidson Street

Watertown New York 13601

Fax 315-785-0892

Email hr@capcjc.org.

Application form available at www.capcjc.org.