

COMMUNITY ACTION PLANNING COUNCIL

JOB POSTING

(In-House and Out-of-House)

DEPARTMENT: Early Childhood
PROGRAM AREA: Head Start
JOB TITLE: Teacher Aide 1 or 2 (*Preference given to hire a Grade 2*)
CLASSIFICATION: Academic/Part-time/Non-Exempt
POSITION GRADE: Grade 1 / Grade 2
SALARY: Grade 1: \$12.50 per hour Grade 2: \$12.80 per hour
JOB HOURS: 20 hours per week (10:00am-2:00pm M-F) Daytime hours may vary to ensure appropriate coverage of classroom. Occasional evening hours required.
JOB LOCATION: CAPC Watertown Head Start @Sacred Heart

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. The Teacher Aide helps to ensure the safety of the children and supports the day-to-day operations within the classrooms. The Teacher Aide is also responsible for serving as a bus monitor on assigned bus runs.

REQUIRED EDUCATION

Grade 1: High School Diploma/GED with plan to complete Child Development Associate credential (CDA) or Associate Degree in Early Childhood Education within 2 years of hire.

Grade 2: Associate Degree in Early Childhood, or High School Diploma/GED with a current preschool CDA.

EXPERIENCE - Six months experience working in an early childhood setting preferred.

REQUIRED SKILLS

- Ability to be supportive and non-judgmental in working with diverse families.
- Maintain confidentiality of program information.
- Observe and learn to record behaviors of children.
- Work as a team and to cooperate with all staff to provide quality programming for children and families.
- Excellent communication skills.
- Keep accurate, detailed records.
- Serve as an advocate for children and their families.
- Ability to help and willingness to carry out appropriate education program for a group of children and their families within the context of the Head Start philosophy and performance standards.
- Ability to work with young children.

BENEFITS: Agency Flexible Benefits Plan, academic schedule, paid school vacations, and unemployment benefits during the summer.

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

EOE