

COMMUNITY ACTION PLANNING COUNCIL
Job Opening
(In-House / Out-of-House)

JOB TITLE: Teacher Aide I / II
PROGRAM: Head Start
CLASSIFICATION: Academic Part-time Non-Exempt
POSITION GRADE: Grade 1 / Grade 2
SALARY: Grade 1 is \$12.50 Per Hour Grade 2 is \$12.80 Per Hour
JOB HOURS: 22 hours per week – M-TH -11:30-5:00 PM (Daytime hours may vary to ensure appropriate coverage of classroom and bus. Occasional evening hours.)
JOB LOCATION: Head Start Center – Carthage NY

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 GED/high school diploma with a current preschool CDA.

EXPERIENCE: Experience working in an early childhood setting preferred.

SKILLS:

- Basic knowledge of child development and the ability to work with young children
- Supportive and non-judgmental in working with 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: Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test; clearance from the NYS Child Abuse Central Register and fingerprint clearance from the NYS Office of Children & Family 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 Flexible Benefits Plan, academic schedule, paid school vacations, and unemployment benefits during the summer months.

TO APPLY: Submit updated resume, CAPC application form and transcript by 5pm on May 4, 2021 to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email hr@capcjc.org. Application Form available at www.capcjc.org.

EOE