

COMMUNITY ACTION PLANNING COUNCIL
JOB POSTING
(In-House & Out-of-House)

JOB TITLE: Teacher Aide I/II (Preference given to hire a Grade 2)
PROGRAM: Universal Pre-K
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: 35 hours per week;
JOB LOCATION: CAPC Pre-k Classrooms – Knickerbocker and North Elementary

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.

REQUIRED EDUCATION:

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

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

EXPERIENCE: Experience working in an early childhood setting preferred.

SKILLS:

- Knowledge of child development; ability to work and interact with young children;
- Ability to observe and record behaviors of children
- Ability to maintain confidentiality of program and agency related information
- Strong communication skills (verbal and written)
- Ability to maintain accurate and detailed records
- Proficient computer skills
- Ability to work as a member of a team and to cooperate with all Pre-K staff to provide quality programming for children and families
- Ability to be non-judgmental in working with families.
- 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 clients, staff and the public.

OTHER: Preference is given to qualified in-house applicants. Employment is conditional pending satisfactory medical exam and TB test; and 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. CAPC is a Substance-Free workplace. CAPC conducts random, post-accident and reasonable suspicion drug testing.

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

TO APPLY: Submit updated resume, CAPC application form, college transcript, or CDA certificate 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. Applications/resumes will be accepted until position is filled.

EOE