

Community Action Planning Council
JOB POSTING
(In-House & Out-of-House)

JOB TITLE	Master Teacher II
Program	Head Start
CLASSIFICATION:	Academic/Full-Time/Non-Exempt
POSITION GRADE:	Grade 6
SALARY:	\$15.83 per hour
JOB HOURS:	32.5 hours per week Monday-Friday. Daily
hours may vary.	Occasional evening hours required
JOB LOCATION:	CAPC Head Start Carthage Center

JOB SUMMARY: The Master Teacher is responsible for leading an early childhood classroom 4 days a week for up to seventeen 3-year old children with the support of a teacher assistant and aide. The Master Teacher also conducts regularly scheduled home visits for nine families and is responsible for applicable recordkeeping.

EDUCATION: Bachelor's degree in Early Childhood Education **or** a Bachelor's degree in a related field with 18 credit hours in early childhood education required.

EXPERIENCE: Experience in early childhood education and supervision required.

REQUIRED SKILLS:

Supportive and non-judgmental in working with diverse families
Maintain confidentiality of program and agency-related information
Serve as an advocate for children and families
Work individually and as a team to provide quality programming for Head Start children and families
Keep accurate detailed records
Ability to work with young children
Proficient computer skills

OTHER REQUIREMENTS: Employment is conditional pending satisfactory medical exam and TB test, Policy Council approval, receipt of comprehensive background clearance from the NYS Office of Children & Family Services at the time of hire; and employee will be required to sign an affidavit annually which states he/she has not been indicated in a child abuse or neglect case within the past year. A valid driver's license is required. Preference given to qualified in-house applicants. Community Action is a substance-free workplace. If required, employee must pass 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 employment application form and transcript to Community Action Planning Council, 518 Davidson Street, Watertown, New York 13601; Fax 315-785-0892 or email hr@capcjc.org. Application form available at www.capcjc.org. Applications will be accepted until position is filled.

EOE

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