

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

DEPARTMENT: Early Childhood
PROGRAM AREA: Pre-K
JOB TITLE: Teacher Aide 1 or 2 (*Preference given to hire a Grade 2*)
CLASSIFICATION: Academic/Full-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: 32.5 hours per week
JOB LOCATION: Pre-K Program Indian River- Philadelphia

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. This individual will report directly to the Master Teacher/UPK Coordinator.

REQUIRED EDUCATION:

For Position Grade 1: High school diploma or GED 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 current preschool CDA credential.

EXPERIENCE: One year experience working in an early childhood setting preferred.

REQUIRED SKILLS:

- Basic knowledge of child development and ability to work with young children
- Be supportive and non-judgmental in working with families
- Maintain confidentiality of program and agency related information
- Ability to observe and learn to record behaviors of children
- Ability to work as a team and cooperate with all staff to provide quality programming for children and families
- Possess excellent communication skills (verbal and written)
- 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 UPK philosophy and performance standards

BENEFITS:

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

TO APPLY:

Submit updated resume, CAPC application form, college transcript (if applicable) to Community Action Planning Council, 518 Davidson St, Watertown NY 13601, Fax 315-785-0892 or email hr@capcj.org. Application available at www.capcj.org. Applications/resumes will be accepted until position is filled.