

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

DEPARTMENT: Early Childhood
JOB TITLE: Master Teacher II
CLASSIFICATION: Academic/Full-time/Non-exempt
POSITION GRADE: 6
SALARY: \$14.86 per hour
JOB HOURS: 37.5 hours per week
JOB LOCATION: CAPC Watertown Head Start @ Sacred Heart

JOB SUMMARY:

The Master Teacher is responsible for teaching and maintaining a safe, developmentally appropriate pre-school classroom of 18 children in compliance with NYS Daycare and Head Start regulations with the support of a Teacher Assistant and Aide. The Master Teacher conducts home visits and is accountable for the planning and implementation of lesson plans for classroom activities. He/she is also responsible for required recordkeeping.

Education:

Bachelor's Degree in Early Childhood Education or Bachelor's Degree and coursework equivalent to a major related to Early Childhood Education. Coursework must include 18 credit hours in child development and/or early childhood education.

Experience:

Experience in early childhood or related field, and one year of supervisory experience preferred.

Skills:

- Working knowledge of child development and ability to work with young children
- Supportive and non-judgmental in working with families
- Maintain confidentiality of program and agency related information
- Serve as an advocate for children and families
- Work as a team member and cooperate with all Head Start staff to provide quality programming for Head Start children and families
- Ability to maintain accurate detailed records
- Strong communication, organizational and time management skills

Other: All employment is conditional pending satisfactory medical exam and TB test, Policy Council approval, clearance from the NYS Central Register for Child Abuse & Neglect and NYS Office of Children & Family Services at the time of hire. Community Action is a substance-free workplace. Employees are subject to random, post-accident and reasonable suspicion drug testing.

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

TO APPLY: Submit updated resume, employment application and college transcript by 7/20/18 to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email rbattista@capcjc.org. Application form available at www.capcjc.org. **EOE/AEE.**