

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

**DEPARTMENT:** Early Childhood  
**JOB TITLE:** Master Teacher II  
**CLASSIFICATION:** Full-time/Academic/Non-exempt  
**POSITION GRADE:** 6  
**SALARY:** \$14.86 per hour  
**JOB HOURS:** 37.5 hours per week  
**JOB LOCATION:** CAPC Watertown Head Start – Unit 2

**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 the 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](mailto:rbattista@capcjc.org). Application form available at [www.capcjc.org](http://www.capcjc.org). **EOE/AEE.**