

COMMUNITY ACTION PLANNING COUNCIL

Job Opening

(In-House & Out-of-House)

Teacher Aide – Carthage Head Start

JOB TITLE:	Teacher Aide 1 or 2 (<i>Preference given to hire a Grade 2</i>)
PROGRAM:	Head Start
CLASSIFICATION:	Academic Part-time Non-Exempt
POSITION GRADE:	Grade 1 / Grade 2
SALARY:	Grade 1 is \$10.40 Per Hour Grade 2 is \$10.71 Per Hour
JOB HOURS:	22 hours per week – 4 days/week (Daytime hours may vary to ensure appropriate coverage of classroom and bus. Occasional evening hours.)
JOB LOCATION:	CAPC Head Start Center – Carthage NY

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; performs custodial duties, and serves as a bus monitor on assigned bus runs.

REQUIRED EDUCATION:

For Position Grade 1: GED/high school diploma 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 HS/GED with current preschool CDA credential.

EXPERIENCE: Experience working in an early childhood setting preferred.

SKILLS:

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

OTHER: Preference is given to qualified in-house applicants. Employment is conditional pending satisfactory medical exam and TB test; Policy Council approval, clearance from the NYS Child Abuse Central Register and NYS Office of Children & Family Services 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: Agency Fringe Benefit Plan, academic schedule, paid school vacations, and unemployment benefits during the summer months.

TO APPLY: Submit updated resume, application form, transcript/diploma, or CDA credential (if applicable) by 5:00pm on 9/13/18 to Community Action Planning Council, 518 Davidson St, Watertown NY 13601, Fax 315-785-0892 or email hr@capcjc.org. Application available at www.capcjc.org. **EOE/AE**