

## COMMUNITY ACTION PLANNING COUNCIL

### Job Opening

(In-House and Out-of-House)

**JOB TITLE:** Teacher Aide 1 or 2 (*Preference given to hire a Grade 2*)  
**PROGRAM:** Head Start  
**CLASSIFICATION:** Academic Part-time Non-Exempt  
**POSITION GRADE:** Grade 1 / Grade 2  
**SALARY:** Grade 1 is \$10.67 Per Hour Grade 2 is \$10.99 Per Hour  
**JOB HOURS:** 25 hours per week  
**JOB LOCATION:** Watertown Head Start Center

**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; 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 an Associate Degree in Early Childhood Education within 2 years of hire.

***For Position Grade 2:*** Associate Degree in Early Childhood Education or a GED/HS diploma with a current preschool CDA credential.

**EXPERIENCE:** Experience working with preschool children 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:** Employment is conditional pending satisfactory medical exam and TB test; Policy Council approval, clearance from the NYS Child Abuse Central Register, NYS Office of Children & Family Services and the NYS Criminal Justice Center at the time of hire. Employees 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 Flexible Benefits Plan, academic schedule, paid school vacations, and unemployment benefits during the summer months.

**TO APPLY:** Submit completed application form, diploma/transcript or CDA (if applicable) by 5:00pm on 11/13/18 to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email [rbattista@capcj.org](mailto:rbattista@capcj.org). Application available at [www.capcj.org](http://www.capcj.org).

EOE/AEE