

COMMUNITY ACTION PLANNING COUNCIL
Job Posting

Pre-k Master Teacher II

PROGRAM/DEPT: Universal Pre-k
CLASSIFICATION: **Temporary** Academic Non-Exempt (January 17 – May 17, 2019)
POSITION GRADE: 6
HOURLY RATE: \$15.25 per hour
WORK HOURS: 37.5 hours per week. Occasional evening and week-end hours required.
JOB LOCATION: CAPC Pre-K Classroom @Indian River School District (Evans Mills II)

JOB SUMMARY: The Master Teacher II is responsible for teaching and maintaining a safe, healthy, and developmentally appropriate pre-school classroom with the support of a Teacher Assistant and Teacher Aide. This person is accountable for preparing and implementing lesson plans for classroom activities, as well as other duties necessary to provide a quality UPK program for 18 preschool children for the AM and PM sessions.

EDUCATION: Bachelor's Degree in Early Childhood Education with NYS Certification in Birth-2; or a Bachelor's Degree in Early Childhood Education with a 5 year plan to obtain certification.

EXPERIENCE: Previous experience in an early childhood education setting required.

SKILLS: Knowledge of child development and the ability to work with young children; strong communication, organizational and time management skills. The ability to maintain confidentiality of program and agency related information; maintain accurate detailed records, serve as an advocate for children and families; and cooperate with all staff to provide quality programming for Pre-K children and families.

OTHER:

- All employment is conditional pending satisfactory medical exam and TB test; and receipt of fingerprint clearance 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.
- Preference is given to qualified in-house candidates.
- Must have valid driver's license.
- CAPC is a Substance-Free Workplace. Employees are subject to random, post-accident and reasonable suspicion drug testing.

TO APPLY: Submit updated resume, CAPC application form, transcript and certification by 11/13/18 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

Posted 11/7/18
In-House & Out-of-House