

**COMMUNITY ACTION PLANNING COUNCIL**  
**Job Posting**

**Pre-k Master Teacher II**

<b>CLASSIFICATION:</b>	Academic/Full-Time/Non-Exempt
<b>POSITION GRADE:</b>	6
<b>HOURLY RATE:</b>	\$15.25 Bachelors \$16.25 per NYS Certified
<b>WORK HOURS:</b>	37.5 hours per week. 7.30AM – 3:30PM Occasional evening hours required.
<b>JOB LOCATION:</b>	CAPC Pre-K Classroom (Sackets Harbor NY)

**JOB SUMMARY:** The Master Teacher II is responsible for working with the teacher assistant and teacher aide to provide a healthy, safe, and developmentally appropriate learning environment for 18 preschool children – 5 days per week. Compliance with full-day Pre-K regulations is required for the daily 5.5 hours session (8:00am-1:30pm). The Master Teacher is also responsible for supervising and mentoring staff, along with maintaining compliance with required training, documentation, and accurate recordkeeping. The Master Teacher reports directly to the Pre-k Coordinator.

**EDUCATION:** Bachelor’s Degree in early childhood education with NYS certification in Birth-2<sup>nd</sup> Grade; or a Bachelor’s Degree in early childhood education with a 5 year plan to obtain certification.

**EXPERIENCE:** Previous pre-school classroom experience and supervising staff required.

**SKILLS:** Knowledge of child development and the ability to work and interact with young children; strong leadership and mentoring skills; effective communication, organization and time management skills; the ability to maintain confidentiality of program and agency related information; keep 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/TB test and receipt of fingerprint clearance from the NYS Education Department 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 be able to provide independent transportation to perform job responsibilities.
- CAPC is a Substance-Free Workplace. Employees are subject to random, post-accident and reasonable suspicion drug testing.
- Physical requirements of the job include standing, sitting, walking, must be able to bend or kneel to child’s eye level, and lift up to 40 pounds. Manual dexterity and visual skills required. Auditory and verbal skills required for communication with clients, staff and the public.

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

**TO APPLY:** Submit updated resume, CAPC application form, transcript, and certification by 4:00pm on 12/10/18 to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, email [hr@capcjc.org](mailto:hr@capcjc.org) or fax 315-785-0892. Application form available at [www.capcjc.org](http://www.capcjc.org).

Posted 12/17/18 (In-House / Out-of-House)

**EOE/AAE**