

**COMMUNITY ACTION PLANNING COUNCIL
JOB POSTING**

Pre-k Teacher Assistant

CLASSIFICATION: Academic/Full-time/Non-Exempt
POSITION GRADE: 3
SALARY: \$11.87 per hour
JOB HOURS: 35 hours per week
JOB LOCATION: CAPC Pre-k Classroom (Calcium II)

JOB SUMMARY: The Teacher Assistant helps the Master Teacher in planning and implementing age appropriate activities for preschool children; ensures the safety of the children; carries out the Universal Pre-K Standards; assumes the lead role in the classroom during the absence of the Master Teacher; and keeps accurate recordkeeping. The Teacher Assistant reports directly to the Master Teacher and the Pre-k Coordinator.

EDUCATION: Associate Degree in Early Childhood Education or a current preschool Child Development Associate (CDA) credential required.

EXPERIENCE: Experience working in a licensed or registered early childhood setting required.

SKILLS: Knowledge of child development; ability to work with young children; ability to observe and record behaviors of children; ability to maintain confidentiality of program and agency related information; strong communication skills (verbal and written); ability to maintain accurate and detailed records, proficient computer skills; ability to work as a member of a team and to cooperate with all Pre-K staff to provide quality programming for children and families; and the ability to be non-judgmental in working with families. 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.

OTHER: Preference is given to qualified in-house applicants. Employment is conditional pending satisfactory medical exam and TB test; and 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. 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 updated resume, employment application form, transcript or CDA credential to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, fax 315-785-0892 or email hr@capcj.org. Applications/Resumes will be accepted until position is filled. Application form available at www.capcj.org.

EOE