**Community Action Planning Council**

**Job Posting**

**(In-House & Out-of-House)**

**Pre-k Master Teacher II (Temporary)**

**PROGRAM/DEPT:** Universal Pre-k

**CLASSIFICATION**: Temporary Academic Non-Exempt

**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 (Calcium II)

**EMPLOYMENT DATES:** August 19, 2019 through December 20, 2019

**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 and supervision required.

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

**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.
* Valid driver’s license required.
* 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 (or 5-year plan) to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892, or email hr@capcjc.org. Application Form available at [www.capcjc.org](http://www.capcjc.org). Applications/resumes will be accepted until

position is filled.

**EOE**

**Re-posted 7/3/19**