**Community Action Planning Council**

**JOB POSTING**

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

**Pre-k Teacher Aide**

*(Preference given to hire a position grade 2)*

**CLASSIFICATION**: Academic/Full-Time/Non-Exempt

**POSITION** **GRADE**: Grade 1 / Grade 2

**SALARY**: Grade 1: $11.10 per hour Grade 2: $11.43 per hour

**JOB** **HOURS**: 32.5 hours per week

**JOB** **LOCATION**: CAPC Pre-k Classroom (Calcium III)

**START DATE:** August 19, 2019

**JOB SUMMARY:** The Teacher Aide is responsible for assisting the Master Teacher and Teacher Assistant

in implementing age appropriate activities for 36 preschool children (18 children in AM & PM sessions);

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.

**REQUIRED EDUCATION:**

**Position Grade 1:** High School/GED diploma.

**Position Grade 2:** Associate Degree in Early Childhood Education or current preschool Child Development Associate (CDA) credential.

**REQUIRED EXPERIENCE:** Experience working in an early childhood setting preferred.

**SKILLS:** Knowledge of child development; ability to work and interact with young children; observe and record behaviors of children; maintain confidentiality of program and agency related information; strong communication skills (verbal and written); maintain accurate and detailed records, 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:** 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 and conducts random, post-accident and reasonable suspicion drug testing.

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

**TO APPLY:** Submit updated resume, application form, and transcript/diploma or certification to Community Action Planning Council, 518 Davidson St, 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**