**Community Action Planning Council**

**JOB POSTING**

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

**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 – Sackets Harbor NY

**START DATE:** August 19, 2019

**JOB SUMMARY:** The Teacher Assistant helps the Master Teacher in planning and implementing age appropriate activities for 36 preschool children (18 children AM & PM sessions); 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; 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, proficient computer skills; non-judgmental in working with families, and 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. 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, application form, transcript or CDA credential to Community Action Planning Council, 518 Davidson St, Watertown NY 13601, Fax 315-785-0892 or email [hr@capcjc.org](mailto:hr@capcjc.org). Application form available at www.capcjc.org. Applications/resumes will be accepted until position is filled.

**EOE**