

**COMMUNITY ACTION PLANNING COUNCIL**  
**JOB POSTING**  
**(In-House and Out-of-House)**

**JOB TITLE:** Master Teacher II  
**PROGRAM:** Head Start / Pre-K (3 Year Old Classroom)  
**CLASSIFICATION:** Academic/Full-time/Non-exempt  
**POSITION GRADE:** 6  
**SALARY:** \$15.25 per hour (with 5 year plan for certification)  
\$17.00 per hour (with certification)  
**JOB HOURS:** 37.5 hours per week (Daytime hours may vary, subject to change to ensure appropriate coverage of classroom and bus. Occasional evening hours required.)  
**JOB LOCATION:** CAPC Watertown Head Start Center – Unit 5

**JOB SUMMARY:** The Master Teacher is responsible for teaching and maintaining a safe and developmentally appropriate pre-school classroom of 17 children in compliance with NYS Daycare, Head Start, and Pre-K regulations with the support of a teacher assistant and aide. The Master Teacher conducts home visits and is accountable for the planning and implementation of lesson plans for classroom activities. He/she is also responsible for required recordkeeping.

**EDUCATION:** Bachelor's Degree in Early Childhood Education or Bachelor's degree and coursework equivalent to a major related to ECE. Coursework must include 18 credit hours in child development and/or early childhood education. Must have a 5 year plan for NYS B-2 Certification.

**EXPERIENCE:** Experience working in a licensed or registered early childhood facility preferred.

**SKILLS:**

- Working knowledge of child development and ability to work with young children
- Ability to maintain confidentiality of program and agency related information
- Excellent written and verbal communication skills
- Strong organizational and time management skills, ability to maintain accurate records
- Ability to work as a member of a team and to cooperate with all Head Start staff to provide quality programming for children and families
- Supportive and non-judgmental in working with diverse families, serve as an advocate for children and families

**OTHER:** Employment is conditional pending satisfactory medical exam and TB test, Policy Council approval, receipt of clearance from the NYS Central Register for Child Abuse & Neglect, and fingerprint clearance from the NYS Office of Children & Family Services at the time of hire; and 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. Valid driver's license required. Community Action is a substance-free workplace. If required, employee must pass 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, CAPC employment application form and college transcript and certification to Community Action Planning Council, 518 Davidson Street, Watertown, NY 13601, Fax 315-785-0892 or email [hr@capcjc.org](mailto:hr@capcjc.org). Application form available at [www.capcjc.org](http://www.capcjc.org). Applications will be accepted until position is filled.

**EOE**