

## **COMMUNITY ACTION PLANNING COUNCIL JOB POSTING**

**JOB TITLE:** Pre-K Coordinator  
**CLASSIFICATION:** Academic/Full time/Exempt  
**POSITION GRADE:** 7  
**JOB HOURS:** 35 hours per week  
**PAY RATE:** \$16.76 per hour  
**JOB LOCATION:** Community Action Planning Council of Jefferson County, Inc. Universal Pre-K Programs in the **Indian River School District**.

**JOB SUMMARY:** The Pre-K Coordinator is responsible for the oversight of the UPK Programs located within the Indian River School District. He/she will ensure that the Master Teachers maintain a safe and developmentally appropriate pre-school classroom with the help of the Teacher Assistants and Teacher Aides. He/she will be responsible for the supervision and mentoring of all Pre-K staff; and for all supervisory and management paperwork. The Pre-K Coordinator will oversee the day-to-day operations of all classrooms within the program and will be responsible to act as a liaison between the Indian River School District and Community Action to maintain a positive working relationship.

**EDUCATION:** Bachelor's Degree in early childhood or related field. NYS Certification in early childhood education preferred.

**EXPERIENCE:** Four years experience in early childhood and two years supervisory experience required.

**QUALIFICATION ALTERNATIVE:** Bachelor's Degree in early childhood field or Bachelor's Degree and coursework equivalent to a major related to early childhood education with one year experience teaching preschool children. Coursework must include 18 credit hours in child development and/or early childhood education.

**PHYSICAL DEMANDS:** Must be able to sit for prolonged periods of time not to exceed four consecutive hours, frequent talking and hearing, repetitive motion of hands and wrists. Visual acuity to operate computer. Occasional standing, walking, finger manipulation to grasp, handle or feel different materials; pushing and pulling with arms and/or hands, reaching with arms or hands, crouching, bending, kneeling and climbing. Occasional lifting up to 40 pounds. Position requires close mental and visual attention to perform job duties.

**WORK SCHEDULE:** Daytime hours may vary. Occasional evening hours required.

**SKILLS:**

- Strong knowledge of child development.
- Ability to work with young children and adults.
- Excellent communication skills (verbal and written).
- Ability to maintain accurate detailed records.
- Strong organizational and time management skills.
- Ability to work as a member of a team and to cooperate with all Agency staff to provide quality programming for children and families.
- Ability to be non-judgmental in working with diverse families.
- Maintain confidentiality of program, staff and agency related information.
- Proficient computer skills.
- Effective supervisory skills.

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### **OTHER REQUIREMENTS:**

- Preference is given to qualified in-house candidates.
- All employment is conditional pending receipt of fingerprint clearance from the NYS Education Department and satisfactory physical exam and TB test at the time of hire.
- Must be able to provide independent transportation to perform job duties.
- 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 during the summer.

To apply, submit letter of interest, updated resume, employment application form, and transcripts/certification to:

Community Action Planning Council of Jefferson County Inc.  
518 Davidson Street  
Watertown, New York 13601  
Fax 315-785-0892  
Email: [hr@capcjc.org](mailto:hr@capcjc.org)

Application form available at [www.capcjc.org](http://www.capcjc.org).

Applications/resumes will be accepted until position is filled.

**EOE**