

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

**JOB TITLE:** Temporary Master Teacher (Preference given to hire a Grade 6)  
**PROGRAM:** Head Start  
**CLASSIFICATION:** Academic/Full-time/Non-Exempt  
**POSITION GRADE:** 5 / 6  
**SALARY:** Grade 5: \$13.98 per hour / Grade 6: \$15.25 per hour  
**JOB HOURS:** 37.5 hours per week; Monday-Friday  
Occasional evening hours required  
**JOB LOCATION:** CAPC South Jeff Head Start – Adams Center NY  
**JOB DURATION:** September 3-December 20, 2019

**JOB SUMMARY:** The Master Teacher is responsible for teaching and maintaining a safe, healthy, and developmentally appropriate pre-school classroom of 17-19 children ages 3-4 years old with the assistance of the Teacher Assistant and Teacher Aide. The Master Teacher prepares and implements lesson plans for age appropriate classroom activities and maintains compliance with NYS Daycare and Head Start regulations. This person provides leadership, supervision and guidance to classroom staff. Systematic planning and recordkeeping are essential for this position.

**EDUCATION:**

Grade 5: Associate Degree in early childhood education.

Grade 6: Bachelor's Degree in early childhood education or Bachelor's Degree and coursework equivalent to a major related to early childhood education. Coursework must include 18 credit hours in child development or early childhood education.

**EXPERIENCE:** Experience teaching in an early childhood setting and supervisory experience required.

**SKILLS:**

- Knowledge of early childhood, ability to work with young children
- Supportive and non-judgmental in working with diverse families.
- Strong organization, communication and time management skills
- Maintain confidentiality of program and agency related information
- Serve as an advocate for children and families
- Work independently and as a team member to provide quality programming for Head Start children and families
- Keep accurate detailed records

**OTHER:** Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test, receipt of clearance from the NYS Office of Children and Family Services, NYS Central Register for Child Abuse & Neglect, and NYS Criminal Justice Center at the time of hire. CAPC is a substance free workplace. The agency conducts random, post-accident and reasonable suspicion drug testing. Physical requirements of the job include standing, sitting, walking short distances, and lifting up to 40 lbs. Must have a valid driver's license. Preference is given to qualified in-house candidates.

**TO APPLY:** Submit updated resume, CAPC employment application, and college transcripts to Community Action Planning Council, 518 Davidson Street, Watertown, New York 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). Application/resumes will be accepted until position is filled. **EOE**