

## COMMUNITY ACTION PLANNING COUNCIL

### Job Opening

(In-House & Out-of-House)

### Teacher Aide

<b>PROGRAM:</b>	Head Start
<b>CLASSIFICATION:</b>	Academic Part-time Non-Exempt
<b>POSITION GRADE:</b>	Grade 1 / Grade 2 ( <i>Preference given to hire a Grade 2</i> )
<b>SALARY:</b>	Grade 1 is \$11.10 Per Hour Grade 2 is \$11.43 Per Hour
<b>JOB HOURS:</b>	25 hours per week (Occasional evening hours.)
<b>JOB LOCATION:</b>	CAPC Head Start Center – Dexter NY

**JOB SUMMARY:** The Teacher Aide is responsible for assisting the Master Teacher and Teacher Assistant in implementing age appropriate activities for 17 preschool children; 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; performs custodial duties, and serves as a bus monitor on assigned bus runs.

#### **REQUIRED EDUCATION:**

***For Position Grade 1:*** GED/high school diploma with a plan to complete preschool Child Development Associate (CDA) credential or Associate Degree in early childhood education within 2 years of hire.

***For Position Grade 2:*** Associate Degree in early childhood education or a HS/GED with current preschool CDA credential.

**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 Head Start 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; Policy Council approval, clearance from the NYS Child Abuse Central Register and NYS Office of Children & Family Services 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 Fringe Benefit Plan, academic schedule, paid school vacations, and unemployment benefits during the summer months.

**TO APPLY:** Submit updated resume, application form, and transcript/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](http://www.capcjc.org). Applications/resumes will be accepted until position is filled.

EOE