

# COMMUNITY ACTION PLANNING COUNCIL JOB POSTING

(In-House and Out-of-House)

JOB TITLE: Teacher Assistant  
PROGRAM: Head Start  
CLASSIFICATION: Academic/Full-time/Non-Exempt  
POSITION GRADE: 3  
SALARY: \$11.87 per hour  
JOB HOURS: 37.5 hours per week  
LOCATION: CAPC Head Start Center – Unit 4 (Watertown)  
JOB STARTS: August 19, 2019

**JOB SUMMARY:** The Teacher Assistant helps the Master Teacher in planning and implementing age appropriate activities for 18 preschool children; ensures the safety of the children; carries out the Head Start 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.

**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 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, proficient computer skills, non-judgmental in working with families, and 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 and visual skills required. Auditory and verbal skills required for communication with clients, staff and the public.

**OTHER:** Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test; and clearance from the NYS Office of Children & Family Services and the State Central Registry 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. Community Action is a Substance-Free workplace. The agency 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, and transcript/CDA credential 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

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