

**COMMUNITY ACTION PLANNING COUNCIL**  
**Job Posting**

**Teacher Aide Substitutes**

**JOB TITLE:** Substitute Teacher Aides  
**PROGRAM:** Head Start and Pre-K Programs  
**CLASSIFICATION:** Hourly-As-Needed  
**SALARY:** \$11.10 per hour  
**JOB LOCATION:** **CAPC Head Start** classrooms in Watertown, Carthage, Adams Center, Dexter, Evans Mills  
**CAPC Pre-K** Classrooms in Watertown, Sackets Harbor, & Indian River School Districts

**JOB SUMMARY:** The Substitute Teacher Aide is responsible for assisting the Master Teacher, Assistant and Aide in implementing age appropriate activities for preschool children; assisting with mealtimes, and participating in classroom preparation and cleanup. The Substitute Teacher Aide helps to ensure the safety of the children and supports the day-to-day operations within the classroom.

**EDUCATION:** High School Diploma or GED required.

**EXPERIENCE:** Experience working with preschool children preferred.

**SKILLS:**

- Basic knowledge of child development
- Ability to work with young children
- Maintain confidentiality of program and agency related information
- Ability to observe and record behaviors of children
- Work as a team and cooperate with all staff to provide quality programming for children and families
- Possess excellent communication skills (verbal and written)
- Ability to keep accurate and detailed records
- Serve as an advocate for children and their families
- Carry out appropriate education program for a group of children and their families within the context of the Head Start and Pre-K philosophy and performance standards

**PHYSICAL:**

The physical components of this job include, but are not limited to, being able to sit down on the floor, walk short distances, run, climb stairs; and lift or carry up to 40 pounds. The job involves working both indoors and outdoors in all types of weather.

**OTHER:** Employment is conditional pending satisfactory medical exam/TB test, and fingerprint clearance at the time of hire.

**TO APPLY:** Complete CAPC employment application form in its entirety and send to:

Community Action Planning Council  
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).

EOE

Posted 9/24/19