

COMMUNITY ACTION PLANNING COUNCIL
Job Posting
(In-House and Out-of-House)

JOB TITLE: Teacher Assistant
PROGAM: Head Start
CLASSIFICATION: Academic/Full-time/Non-Exempt
POSITION GRADE: 3
SALARY: \$11.87 per hour plus benefits
JOB HOURS: 37.5 hours per week (M-F)
JOB LOCATION: Head Start Watertown Unit 5

JOB SUMMARY: The Teacher Assistant helps the Master Teacher in planning and implementing age appropriate activities for children, ensures the safety of the children, carries out the Head Start performance standards, assumes the lead role in the classroom during the absence of the Master Teacher, and keeps accurate recordkeeping.

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.

REQUIRED SKILLS:

Candidate must be supportive and non-judgmental in working with children and families; be able to maintain confidentiality of program and agency related information; serve as an advocate for children and families; be a team player and cooperate with all Head Start staff to provide quality programming for Head Start children and families; be able to observe and record the behaviors of children, keep accurate detailed records; possess proficient computer skills; and have excellent written and verbal communication skills. A valid driver's license is required.

OTHER:

Preference is given to qualified in-house applicants. Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test; clearances from the NYS Child Abuse Central Register and NYS Office of Children and Family Services at 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 and conducts random, post-accident and reasonable suspicion drug testing. Physical requirements of the job include standing, sitting, walking, must be able to bend and kneel to child's eye level, and lift up to 40 pounds.

BENEFITS:

Agency Flexible Benefits Plan, academic schedule, paid school vacations, and unemployment benefits during the summer.

APPLICATION PROCESS:

Submit updated resume, transcripts/credential and CAPC employment application form to Community Action Planning Council, 518 Davidson St, Watertown, NY 13601, Fax 315-785-0892 or email hr@capjc.org. Application form can be downloaded from www.capjc.org.

Any interested in-house applicants must apply within 4 days. Applications/resumes will be accepted until position is filled.

EOE