

**COMMUNITY ACTION PLANNING COUNCIL**  
**JOB POSTING**  
(In-House and Out-of-House)

**DEPARTMENT:** Early Childhood  
**PROGRAM AREA:** Head Start  
**JOB TITLE:** Teacher Aide 1 or 2 (*Preference given to hire a Grade 2*)  
**CLASSIFICATION:** Academic/Part-time/Non-Exempt  
**POSITION GRADE:** Grade 1 / Grade 2  
**SALARY:** Grade 1: \$13.20 per hour Grade 2: \$13.50 per hour  
**JOB HOURS:** 25 hours per week (11:00am-4:00pm M-F) Daytime hours may vary to ensure appropriate coverage of classroom. Occasional evening hours required.  
**JOB LOCATION:** CAPC Watertown Head Start @North Jeff 2

**JOB SUMMARY:** The Teacher Aide is responsible for assisting the Master Teacher and Teacher Assistant in implementing age appropriate activities for preschool children; assisting with mealtimes, and participating in classroom preparation. The Teacher Aide helps to ensure the safety of the children and supports the day-to-day operations within the classrooms. The Teacher Aide is also responsible for serving as a bus monitor on assigned bus runs.

**REQUIRED EDUCATION**

**Grade 1:** High School Diploma/GED with plan to complete Child Development Associate credential (CDA) or Associate Degree in Early Childhood Education within 2 years of hire.

**Grade 2:** Associate Degree in Early Childhood, or High School Diploma/GED with a current preschool CDA.

**EXPERIENCE** - Six months experience working in an early childhood setting preferred.

**REQUIRED SKILLS**

- Ability to be supportive and non-judgmental in working with diverse families.
- Maintain confidentiality of program information.
- Observe and learn to record behaviors of children.
- Work as a team and to cooperate with all staff to provide quality programming for children and families.
- Excellent communication skills.
- Keep accurate, detailed records.
- Serve as an advocate for children and their families.
- Ability to help and willingness to carry out appropriate education program for a group of children and their families within the context of the Head Start philosophy and performance standards.
- Ability to work with young children.

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

**TO APPLY:** Submit updated resume, employment application and college transcript/CDA to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email to [hr@capcj.org](mailto:hr@capcj.org). Application form available at [www.capcj.org](http://www.capcj.org). Applications/resumes will be accepted until position is filled.

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