

COMMUNITY ACTION PLANNING COUNCIL

Job Opening (In-House & Out-of-House)

JOB TITLE:	Teacher Aide 1 or 2 (<i>Preference given to hire a Grade 2</i>)
PROGRAM:	Head Start
CLASSIFICATION:	Academic Full-time Non-Exempt
POSITION GRADE:	Grade 1 / Grade 2
SALARY:	Grade 1 is \$13.20 Per Hour Grade 2 is \$13.50 Per Hour
JOB HOURS:	30 hours per week (daytime hours may vary to ensure appropriate coverage of classroom and bus. Occasional evening hours.)
JOB LOCATION:	Head Start South Jeff – Adams Center, NY

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 and cleanup. The Teacher Aide helps to ensure the safety of the children and supports the day-to-day operations within the classroom; and serves as a bus monitor on assigned bus runs.

REQUIRED EDUCATION:

For Position Grade 1: GED or high school diploma with a plan to complete preschool Child Development Associate (CDA) credential or an Associate Degree in Early Childhood Education within 2 years of hire.

For Position Grade 2: Associate Degree in Early Childhood Education or a GED/high school diploma with a current preschool CDA.

EXPERIENCE: Experience working in an early childhood setting preferred.

SKILLS:

- Basic knowledge of child development and the ability to work with young children
- Supportive and non-judgmental in working with families
- 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 philosophy and performance standards

OTHER: Preference is given to qualified in-house applicants. Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test; and 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 months.

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

EOE