

Order Number:

NY1487503

Date Job Order Received:

02/08/2024

Number of Openings:

1

Company Name:

Community Action Planning Council

Job Title:

Head Start Teacher Aide I/II

Minimum Experience Required:

No experience requirement provided.

Job Description:

JOB TITLE: Teacher Aide I / II PROGRAM: Head Start CLASSIFICATION: Academic Part-time Non Exempt POSITION GRADE: Grade 1 / Grade 2 SALARY: Grade 1 is \$15.55 Per Hour Grade 2 is \$15.88 Per Hour JOB HOURS: 30 hours per week M to F (Daytime hours may vary to ensure appropriate coverage of classroom and bus. Occasional evening hours.) JOB LOCATION: Head Start Center Carthage 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 today 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 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: Employment is conditional pending satisfactory medical exam and TB test; clearance from the NYS Child Abuse Central Register and fingerprint clearance from the NYS Office of Children & 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. CAPC is a Substance-Free workplace. CAPC 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 In House Transfer Form with an updated resume or CAPC application form by 5pm on 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

Job Location:

Carthage, New York

Pay:

\$15.55 - \$15.88 Hourly

Benefits:

Holidays

Hours per Week:

30

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Colligan, Sarah (315) 782-4900 ext. 232

Email: scolligan@capcjc.org

Web-site: <http://www.capcjc.org>