

Order Number:

NY1542949

Date Job Order Received:

08/27/2025

Number of Openings:

1

Company Name:

Community Action Planning Council

Job Title:

Teacher Aide I/II

Minimum Experience Required:

6 Months

Job Description:

JOB TITLE: PROGRAM: CLASSIFICATION: POSITION GRADE: SALARY: JOB HOURS: JOB LOCATION: Teacher Aide I / II Head Start Academic Part-time Non-Exempt Grade 1 / Grade 2 Grade 1 is \$15.92 Per Hour Grade 2 is \$16.25 Per Hour 25 hours per week (Daytime hours may vary to ensure appropriate coverage of classroom and bus. Occasional evening hours.) Head Start Center Carthage NY (M-T 12:00pm-5:00pm) Sacred Heart, Watertown (F 9am-2pm) 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 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 Policy Council approval, 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 scolligan@capcjc.org. Application Form available at www.capcjc.org.

Job Location:

Carthage, New York 13619

Pay:

\$15.92 - \$16.25 Hourly

Benefits:

No benefits specified.

Hours per Week:

25

Duration:

Part Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

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