

Order Number:

NY1711653

Date Job Order Received:

09/10/2026

Number of Openings:

1

Company Name:

Community Action Planning Council

Job Title:

Master Teacher II/ Center Coordinator

Minimum Experience Required:

2 Years

Job Description:

JOB TITLE: Master Teacher II/Center Coordinator PROGRAM: Head Start

CLASSIFICATION: Academic/Full-time/Non-Exempt PAYRATE: \$25.41 per hour

POSITION GRADE: 7 JOB HOURS: 40 hours per week; Monday - Friday; daily hours may vary; occasional evening and weekend meetings and trainings required

JOB LOCATION: Community Action's Carthage Head Start Center REPORTS TO: Head

Start/Pre-k Director POSITION SUMMARY: The Master Teacher II/Center Coordinator is responsible for the oversight of the Carthage Head Start facility and the programs within the center to include 2 Center-Based programs and a Home-Based program.

They will be responsible for teaching and maintaining a classroom of up to fourteen 4-year-old children for four hours daily, Monday-Friday, with the support of a teacher assistant and aide, maintaining compliance with NYS Daycare licensing regulations and Head Start Performance Standards. EDUCATION: Bachelor's Degree in Early Childhood Education or a Bachelor's Degree in a related field with 18 credit hours in early childhood education and/or a child development associate certificate required.

EXPERIENCE: Minimum of one years experience teaching preschool children and 1 year of supervision required. SKILLS: Supportive and non-judgmental in working with

diverse families, ability to work with young children and adults, maintain confidentiality of program and agency related information, serve as an advocate for children and families, work as a team member and cooperate with all Head Start staff to provide quality programming for children and families, excellent written and oral communication skills, ability to facilitate appropriate trainings and staff meetings as necessary, proficient computer skills, ability to keep accurate detailed records, and work independently.

OTHER: All employment is conditional pending satisfactory medical exam and TB test; Policy Council approval; and receipt of comprehensive background clearance through the NYS Office of Children & Family Services at the time of hire. Employee will be required to sign an affidavit annually which states that he/she has not been indicated with a child abuse or neglect case within the past year. Must be able to provide independent transportation to perform job duties and maintain, throughout employment, a valid driver's license free from infractions. Preference is given to qualified in-house candidates. Must have medical insurance or will be required to utilize Agency Fringe Benefit for health insurance coverage. CAPC is a substance-free workplace and conducts random, post-accident and reasonable suspicion drug testing. BENEFITS: Agency Fringe Benefit Plan, academic schedule, paid school vacations, and

unemployment benefits during the summer months. TO APPLY: Submit updated resume, application form and college transcript to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email scolligan@capcjc.org. Application form is available at www.capcjc.org. Applications will be accepted until position is filled.

Job Location:

Carthage, New York 13619

Pay:

\$25.41 Hourly

Benefits:

No benefits specified.

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Varies.

Public Transportation:

Not specified.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

Class: Class D (Operator)

Endorsements:

How to Apply:

To apply, contact the employer by: Internet

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