

Order Number:

NY1711652

Date Job Order Received:

09/10/2026

Number of Openings:

1

Company Name:

Community Action Planning Council

Job Title:

Teacher Assistant

Minimum Experience Required:

6 Months

Job Description:

JOB TITLE: Teacher Assistant PROGRAM: Head Start CLASSIFICATION: Academic/Full-time/Non-Exempt POSITION GRADE: 3 Child Development Associate (CDA)/Grade 4 Associate's Degree Grade SALARY: 3 -\$20.18 per hour/Grade 4 - \$20.72 per hour JOB HOURS: 40 hours per week JOB LOCATION: CAPC Head Start Center, Carthage JOB SUMMARY: The Teacher Assistant helps the Master Teacher in planning and implementing age-appropriate activities for children, helps to ensure the safety of the children, and carries out the Head Start performance standards. This person also assumes the lead role in the classroom during the absence of the Master Teacher and keeps accurate recordkeeping. EDUCATION: Associate Degree in early childhood education or a current preschool Child Development Associate (CDA) credential required. EXPERIENCE: Experience working in a licensed or registered early childhood setting preferred. REQUIRED SKILLS: Must be supportive and non-judgmental in working with children and families; maintain confidentiality of program and agency related information; serve as an advocate for children and families; work as a team and cooperate with all Head Start staff to provide quality programming for Head Start children and families; keep accurate detailed records; possess proficient computer skills; and have excellent time management and communication skills. OTHER: Preference is given to qualified in-house applicants. 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 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. CAPC is a Substance-Free workplace. CAPC conducts random, post-accident and reasonable suspicion drug testing. A valid driver's license is required. BENEFITS: Agency Fringe Benefit Plan, academic schedule, paid school vacations and unemployment benefits during the summer months. TO APPLY: Submit updated resume, CAPC employment application, transcripts or CDA credential to Community Action Planning Council, 518 Davidson Street, Watertown, NY 13601, Fax 315-785-0892 or email scolligan@capcjc.org. Application form can be downloaded from www.capcjc.org. EOE

Job Location:

Carthage, New York 13619

Pay:

\$20.18 - \$20.72 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays,
Retirement/Pension, Life Insurance

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

Associates 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>