



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient
www.caoginc.org

POSITION/TITLE:

**HEAD START LONG TERM SUBSTITUTE LEAD
TEACHER - Part time**

POSITION LOCATION: Kendall UPK

PAY/HOURS: PART TIME 10:45 AM-3:45 PM

Monday thru Friday

QUESTIONS OR RESUME TO:

*Human Resources and Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605*

Respond By: February 26, 2021

Note: Internal Candidates may respond with a letter of interest and a current resume.

MAJOR RESPONSIBILITIES 25 Hours/week

- Responsible for planning and carrying out preschool/UPK session with Head Start curriculum
- Guides Teacher and Teacher Assistant, facilitates constructive adult-child interaction, and is responsible for classroom environment, documentation, and compliance with Federal and State regulations

REQUIRED MINIMUM QUALIFICATIONS

- **Bachelor's Degree in Early Childhood Education with NYS certification in birth-grade 2** or pursuing certification. May consider Bachelor's in related field pursuing certification in birth-grade 2
- One-year experience in preschool/day care setting
- Agency Approved Driver status and vehicle required
- Clearance through NYS Central Registry for Child Abuse and Maltreatment, NYS Justice System for the Protection of People with Special Needs, Department of Justice fingerprinting, and NYS physical for day care licensing.