



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

[www.caoginc.org](http://www.caoginc.org)

**POSITION/TITLE: Lead Teacher**

**POSITION LOCATION: Albion Head Start**

**HOURS:**

40 hours/week; 42 weeks/year

7:45 AM - 3:45 PM, Monday - Friday

**QUESTIONS OR RESUME TO:**

*Human Resources & Payroll Administrator*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 589-5605

**RESPOND BY February 26, 2021**

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

## MAJOR RESPONSIBILITIES

- Responsible for planning and carrying out preschool classes with Head Start curriculum
- Oversees Teacher(s), facilitates constructive adult-child interaction, and is responsible for classroom environment, planning, documentation, and compliance with Federal and State regulations.

## REQUIRED MINIMUM QUALIFICATIONS

- Agency Approved Driver status and vehicle required
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System, and Department of Justice fingerprinting.
- Ability to pass NYS physical for day care licensing requirements

## EDUCATION

- Baccalaureate or advanced degree in Early Childhood Education or a baccalaureate or advanced degree in any subject, and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool-age children.
- Candidates with an Associate's Degree who have majored or completed 18-24 credits in Early Childhood Education and with experience teaching preschool children may be considered.