



# POSITION ANNOUNCEMENT

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

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## EXCELLENT OPPORTUNITIES IN EDUCATION AND HUMAN SERVICES

### QUESTIONS OR RESUME TO:

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

RESPOND BY: **Applications accepted until filled- positions begin mid-late August**

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

The Head Start Program is expecting full enrollment at all sites in September! Staff needed to fill roles below. Paid training, generous benefits for FT and PT. Listed positions generally follow-school schedule with summers off and unemployment available. Opportunity for continuing education and advancement. All staff must pass state and federal background checks prior to hire and be compliant with all regulations in positions. *COVID Vaccine Required.*

1. **Lead Teacher** FT-Albion & Batavia (7:45 – 3:45, M-F)– Plan and conduct preschool classes with Head Start curriculum. Guide other classroom staff. Responsible for constructive adult-child interactions, classroom environment, planning, documentation. BS or BA degree (or equivalent coursework) in Early Childhood Education and preschool experience preferred. Candidate with Associate’s Degree (major in or completion of 18-24 credits in Early Childhood Education) and has preschool teaching experience may be considered.

2. **Preschool Teacher (Teacher Assistant Equivalent)** FT-Medina (7:45 – 3:45 M-F) –Work cooperatively with/at direction of Lead Teacher to carry-out classroom curriculum and promote each child’s overall development. Maintain accurate records and prepare reports as directed. Preschool CDA or Associate’s Degree in Early Childhood Educ. AND experience working with children required. Candidate with 9 college credits in Early Childhood or related field AND currently enrolled in a CDA credential program OR a program leading to a degree in field may be considered.

3. **Teacher Assistant/Bus Monitor/Floater/Sanitizer** FT & PT- Batavia (hours between 7:00-5:00) - Entry level positions for those interested in early childhood education. Direct work with children in classroom, on bus and performing tasks such as sanitizing. High school diploma required. Some experience with children age birth – 4 is expected.

4. **Kitchen Assistant-** PT-Batavia (9:00-4:00 Mon-Fri) PT- Assist in preparation and delivery of meals for children. Wash dishes, pots & pans, clean/sanitize kitchen. Cover for Cook if absent. Regular bending and lifting (up to 50 lbs). High School diploma required, previous kitchen experience preferred.

5. **Substitutes- (Teacher Assistant, Floater, Janitor, Kitchen Assistant)** Temporary Positions- Batavia, Albion, Medina- After training and shadowing, works with children and performs other duties at site. High school diploma required. Some experience with children preferred.

Opportunity to apply for other positions as available with training and experience.

EEO Contact Person: Susan Jessmer

[sjessmer@caoginc.org](mailto:sjessmer@caoginc.org)