** POSITION ANNOUNCEMENT**

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

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

**QUESTIONS OR RESUME TO:**

***Human Resources & Payroll Administrator***

***409 East State Street***

***Albion, NY 14411***

***hr@caoginc.org*** ***(585)589-5605***

**RESPOND BY: Posting will remain open until position is filled.**

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

**POSITION: Head Start Preschool**

**Lead Teacher**

**LOCATION: Batavia Head Start**

**HOURS: 40 hours/week, 42 weeks/year\***

**7:45 AM–3:45 PM, Mon – Fri**

*\* school holidays, winter, spring*

*& summer breaks off*

**MAJOR RESPONSIBILITIES**

* Responsible for planning and carrying out preschool classes with Head Start curriculum
* Works cooperatively with and gives direction to Teacher and Teacher Assistant, facilitates constructive adult-child interaction, and is responsible for classroom environment, planning, documentation, and compliance with Federal and State regulations.
* Promotes and regularly assesses each child’s total development (cognitive, social/emotional, physical) and school readiness
* Interacts with and engages parents, supports their role as their children’s primary teachers

**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, COVID vaccinated

**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.

**DESIRABLE QUALIFICATIONS**

* Experience working with preschool children in a classroom setting

Community Action is an Equal Opportunity Employer EEO Contact Person: Susan Jessmer

 sjessmer@caoginc.org