



# POSITION ANNOUNCEMENT

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

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**POSITION:** Head Start  
Preschool Teacher

**LOCATION:** Batavia Head Start  
5073 Clinton St. Rd., Batavia, NY

**PAY/HOURS:** 40 hours/week, 44 weeks/year\*  
7:30 AM-4:30 PM, Mon - Fri  
\$16.00-\$17.00  
\* school holidays, winter, spring  
& summer breaks off

## QUESTIONS OR RESUME TO:

*Lisa Elschker, HR Generalist*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 585-589-5605 Ext. 104

**RESPOND BY:** July 19, 2024  
(If not filled, posting to remain open.)

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

## MAJOR RESPONSIBILITIES

- Interacts with parents and supports their role as their children's primary teachers
- Maintains accurate records and prepares reports at direction of Lead Teacher

## REQUIRED MINIMUM QUALIFICATIONS

- 2 years' experience related to caring for children
- Ability to read and write commensurate with required duties
- Ability to pass NYS physical for day care licensing requirements
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System, and Department of Justice fingerprinting
- Agency Approved Driver status and vehicle required

## EDUCATION

- CDA or Associate's Degree in Early Childhood Education
- Candidates with 9 college credits in Early Childhood, Child Development or a related field AND Enrolled in 1) a CDA credential program that will be complete within 1 year or 2) a program leading to an associate or baccalaureate degree may be considered.

## DESIRABLE QUALIFICATIONS

- Experience working with preschool children in a classroom setting