



POSITION ANNOUNCEMENT

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

POSITION/TITLE: Teacher Assistant / Bus Monitor/Floater

POSITION LOCATION: Albion, Batavia, & Medina Head Start

PAY/HOURS: Full Time, Part Time and On-Call Openings
(hours per week varies by site and position)

\$15.00 per hour

QUESTIONS OR RESUME TO:

Lisa Elschker, HR Generalist
409 East State Street
Albion, NY 14411
hr@caoginc.org 585-589-5605 Ext. 104

RESPOND BY 07/19/2024

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

MAJOR RESPONSIBILITIES

- Cooperate in a supportive role and assist the teaching team in carrying out developmentally appropriate activities for a classroom setting. S/he will promote the health, nutrition, and education of the children and attend to their safety and welfare.
- Assist the Bus Driver with loading and unloading children from the bus, including securing seat belts. S/he will promote bus safety by helping the children to stay in their seats and monitoring their behavior to help the children follow the bus rules.
- Provide child care for parent meetings, special events, etc.
- Perform duties as requested by Site Coordinator including janitorial or clerical duties and telephone answering.

REQUIRED MINIMUM QUALIFICATIONS

- At least 18 years of age.
- High School Diploma/GED.
- Proven ability to work with young children.
- Clearance through NYS Central Registry for Child Abuse and Maltreatment, NYS Justice System SEL, and Dept. of Justice fingerprinting required.
- Ability to pass NYS physical for day care licensing requirements.

DESIRED QUALIFICATIONS

- CDA and work experience with young children.