



POSITION ANNOUNCEMENT

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

www.caoginc.org

POSITION /TITLE: Head Start (Preschool) Lead Teacher

POSITION LOCATION: Head Start-Batavia

PAY/HOURS: Range = \$18.00 - \$20.00/hr.

QUESTIONS OR RESUME TO:

Human Resources-Lisa Elschker
409 East State Street
Albion, NY 14411
hr@caoginc.org 585-589-5605 x104

RESPOND BY:

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

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

EDUCATION

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

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

Community Action is an Equal Opportunity Employer

EEO Contact Person: Human Resources-Lisa Elschker
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