**POSITION ANNOUNCEMENT**

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

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| **POSITION /TITLE: Teacher Assistant/Bus Monitor/Floater/Substitute**  **POSITION LOCATION: Batavia**  **5073 Clinton St. Rd., Batavia, NY**  **PAY/HOURS: 33 hours/week, 42 weeks/year\*****8:15 AM–3:45 PM, Mon – Wed****9:15 AM-3:45 PM, Th – Fri****$15/Hour** *\* school holidays, winter, spring**& summer breaks off* |  | **QUESTIONS OR RESUME TO:** *Human Resources* *409 East State Street* *Albion, NY 14411* *hr@caoginc.org 585-589-5605 x104*RESPOND BY: 08/20/2024 Note: Internal Candidates may respond with a letter of interest.  |

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| **MAJOR RESPONSIBILITIES** * Works cooperatively with/at direction of classroom Lead Teacher to promote each child’s total development
* 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
* 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.

**EDUCATION*** High School diploma or GED

Community Action is an Equal Opportunity Employer EEO Contact Person: Lisa Elschker-HR Generalist lelschker@caoginc.org  |