

**POSITION ANNOUNCEMENT**

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

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

|  |  |  |
| --- | --- | --- |
| **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. |

|  |
| --- |
| **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 |