



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient  
[www.caoginc.org](http://www.caoginc.org)

**BATAVIA HEAD START  
FULL & PART TIME  
OPPORTUNITIES WITH  
COMPREHENSIVE BENEFITS  
retention bonus available**

**QUESTIONS OR RESUME TO:**

*Susan Jessmer, HR & Payroll Administrator*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 589-5605

**RESPOND BY: Applications accepted until positions filled. Interviews beginning week February 14.**

Head Start is open and providing in-person services to young children and their families! The following staff are needed to make this happen:

**Lead Teacher**

Responsibilities: Plans for and carries out preschool classes with Head Start curriculum. Facilitates constructive adult-child interaction among classroom team and responsible for classroom environment, planning, documentation and compliance with Federal and State regulations. School year, 40 hours per week, may be eligible for unemployment for during program breaks (summer, winter and spring).

Requirements: Baccalaureate in Early Childhood Education or related area with coursework equivalent to a major in Early Childhood Education AND experience teaching preschool-age children. Associates degree with proven 18 hours or more in Early Childhood and previous experience teaching pre-school may be considered. Qualify for agency approved driver status and own vehicle.

**Teacher Assistant (Aide)/Bus Monitor/Floater/Sanitizer**

Responsibilities: Direct work with children in classroom, on bus and performing tasks such as sanitizing. Entry level positions for those interested in early childhood education. Opportunities for training, possible further education and advancement to other positions. Multiple positions available.

Requirements: High school diploma required. Some experience with children age birth - 4 is expected.

**Cook Assistant**

Responsibilities: Assists in preparation and delivery of meals for children. Washes dishes, pots and pans, cleans and sanitizes kitchen; Covers for Cook in his/her absence; may include heavy lifting (50 lbs.), bending and lifting.

Requirements: High School diploma required, previous kitchen experience preferred. Qualify for agency approved driver status and own vehicle.

Candidates must be able to pass background checks and be fully vaccinated due to federal mandate.

All above requirements must be met to be considered for hire.