



POSITION ANNOUNCEMENT

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

**MEDINA 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 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:

Teacher (Teacher Assistant Equivalent) - Medina

Responsibilities: Works cooperatively with/at direction of classroom Lead Teacher to promote each child's total development. Maintains accurate records and prepares reports at direction of Lead Teacher. School year, 36 hours per week, may be eligible for unemployment during program breaks (summer, winter and spring).

Requirements: Preschool CDA or Associate's Degree in Early Childhood Education AND experience working with children. 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 18 months OR 2) a program leading to an associate or baccalaureate degree may be considered.

Janitor/Sanitizer - Medina

Responsibilities: Responsible for basic janitorial tasks including classrooms and common areas. Includes some grounds clean-up, maintenance.

Requirements: High school diploma and some janitorial skills. 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