



POSITION ANNOUNCEMENT

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

**POSITION/TITLE: HEAD START/EHS
Substitutes**

**POSITION LOCATION:
Batavia/Medina/Albion full day/Albion
UPK/Kendall UPK**

PAY/HOURS: Minimum Wage

Hours based upon agency needs

QUESTIONS OR RESUME TO:

*Susan Jessmer
Human Resources & Payroll Administrator
409 E. State Street
Albion, NY 14411
hr@caoginc.org 585-589-5605*

**RESPOND BY: Applications accepted until
positions filled. Interviews beginning week of
February 14.** Note: Internal Candidates may
respond with a letter of interest.

MAJOR RESPONSIBILITIES:

- Assists teaching team with daily classroom routine
- Monitors activities and ensures safety of children while in class or on the bus
- Performs sanitizing, room readiness and other needed classroom/site assistance

REQUIRED MINIMUM QUALIFICATIONS

- At least 18 years of age
- Proven ability to work with children ages 18 months - 4 years
- Clearance through NYS Central Registry for Child Abuse, NYS SEL, and Dept. of Justice fingerprinting
- Ability to pass NYS physical for day care licensing requirements

EDUCATION

- High school diploma or GED