



# POSITION ANNOUNCEMENT

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

**POSITION:** Head Start  
Preschool Lead Teacher

**LOCATION:** Albion Head Start  
411 E. State St., Albion, NY

**HOURS:** 40 hours/week, 42 weeks/year\*  
8:00 AM-4:00 PM, Mon - Fri

*\* school holidays, winter, spring  
& summer breaks off*

**QUESTIONS OR RESUME TO:**

*Human Resources Administrator  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) (585)589-5605*

**RESPOND BY: August 11, 2023**  
*(If not filled, posting to remain open.)*

*Note: Internal Candidates may respond with a  
letter of interest and resume.*

## MAJOR RESPONSIBILITIES

- Responsible for planning and carrying out preschool classes with Head Start curriculum
- Works cooperatively with and gives direction to Teacher and Teacher Assistant, facilitates constructive adult-child interaction, and is responsible for classroom environment, planning, documentation, and compliance with Federal and State regulations.
- Promotes and regularly assesses each child's total development (cognitive, social/emotional, physical) and school readiness
- Interacts with and engages parents, supports their role as their children's primary teachers

## REQUIRED MINIMUM QUALIFICATIONS

- Agency Approved Driver status and vehicle required
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System, and Department of Justice fingerprinting.
- Ability to pass NYS physical for day care licensing requirements

## EDUCATION

- Baccalaureate or advanced degree in Early Childhood Education or a baccalaureate or advanced degree in any subject, and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool-age children.
- Candidates enrolled in a degree program who have majored in or completed 18-24 credits in Early Childhood Education and with experience teaching preschool children may be considered.

## DESIRABLE QUALIFICATIONS

- Experience working with preschool children in a classroom setting