



POSITION ANNOUNCEMENT

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

POSITION: Head Start
Preschool Teacher (Assistant)

LOCATION: Batavia Head Start
5073 Clinton St. Rd., Batavia, NY

HOURS: 40 hours/week, 42 weeks/year*
7:45 AM-3:45 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 (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

- 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

EDUCATION

- 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.

DESIRABLE QUALIFICATIONS

- Experience working with preschool children in a classroom setting