



POSITION ANNOUNCEMENT

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

<p>POSITION: Head Start Teacher Assistant & Cleaner</p> <p>LOCATION: Batavia Head Start 5073 Clinton St. Rd., Batavia</p> <p>HOURS: 32.5 hours/week, 42 weeks/year* 10:00 AM-5:00 PM, Mon - Fri</p> <p><i>* school holidays, winter, spring & summer breaks off</i></p>	<p>QUESTIONS OR RESUME TO:</p> <p><i>Human Resources Administrator 409 East State Street Albion, NY 14411 hr@caoginc.org (585)589-5605</i></p> <p>RESPOND BY: August 11, 2023 <i>(If not filled, posting to remain open.)</i></p> <p><i>Note: Internal Candidates may respond with a letter of interest and resume.</i></p>
--	---

MAJOR RESPONSIBILITIES

- Cooperate in a supportive role and assist the teaching team in carrying out developmentally appropriate activities for a classroom setting. S/he will promote the health, nutrition, and education of the children and attend to their safety and welfare.
- Provide child care for parent meetings, special events, etc.
- Perform duties as requested by Site Coordinator including janitorial or clerical duties and telephone answering
- Helps ensure the well-being of the children and staff, by maintaining the site in a clean, safe, sanitized and presentable manner daily including thorough classroom cleaning after each session per checklist, disposing of garbage, cleaning bathrooms.
- Responsible for inventory of supplies at site and assuring they are available
- Assure outdoor areas of entire building are neat, clean and hazard free through lawn mowing and snow removal other than parking lot
- Keep outdoor area (playground, parking lot, entry) free of hazards and waste, including dumpster spillage, daily

REQUIRED MINIMUM QUALIFICATIONS

- Able to understand and follow through tasks assigned, maintain confidentiality, and follow child supervision policies
- At least 18 years of age.
- High School Diploma/GED
- Proven ability to work with young children.
- Clearance through NYS Central Registry for Child Abuse and Maltreatment, NYS Justice System SEL, and Dept. of Justice fingerprinting required.
- Ability to pass NYS physical for day care licensing requirements.
- Ability to lift, up to 50 pounds, bending, and kneeling required

DESIRED QUALIFICATIONS

- CDA and work experience with young children
- Previous experience and general knowledge of janitorial work