



POSITION ANNOUNCEMENT

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

POSITION: Head Start & Early Head Start Substitute

LOCATION: Batavia, Medina, Albion & Kendall

PAY/HOURS: Minimum Wage
Hours based upon agency needs.

** 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:

- 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