

# 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 Teacher (Assistant)

**LOCATION:** UPK - Albion Central School  
324 East Ave, Albion

**HOURS:** 25 hours/week, 42 weeks/year\*  
9:30 am- 2:30 pm, Mon - Fri  
\$16.58/ hour  
\* 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:** December 15, 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