



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Lead Teacher

POSITION LOCATION: Batavia Head Start

HOURS:

40 hours/week; 42 weeks/year

7:45 AM - 3:45 PM, Monday - Friday

QUESTIONS OR RESUME TO:

Human Resources & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY November 2, 2018

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
- Oversees Teacher(s), facilitates constructive adult-child interaction, and is responsible for classroom environment, planning, documentation, and compliance with Federal and State regulations.

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 with an Associate's Degree who have majored or completed 18-24 credits in Early Childhood Education and with experience teaching preschool children may be considered.