



POSITION ANNOUNCEMENT

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

**POSITION/TITLE: HEAD START
Classroom Substitute**

**POSITION LOCATION: (all locations)
Batavia - Medina - Albion - Kendall**

PAY/HOURS: \$ 10.40

Hours based upon agency needs.

QUESTIONS OR RESUME TO:

*Human Resources & Payroll Administrator
409 E. State Street
Albion, NY 14411
hr@caoginc.org 585-589-5605*

RESPOND BY: NOVEMBER 13, 2018

Note: Internal Candidates may respond with a letter of interest.

MAJOR RESPONSIBILITIES:

- Assists teaching team with daily classroom routine
- Monitors activities and ensures safety of children while on the bus

REQUIRED MINIMUM QUALIFICATIONS

- At least 18 years of age
- Proven ability to work with children ages 18 months - 5 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