
Head Start & Early Childhood Education

Family & Community Development

Administration & Support Staff

- ANNOUNCEMENT DATE:** Continuous Recruitment
- POSITION TITLE:** **Substitute Teacher Assistant – Head Start/Day Care**
- DEPARTMENT / LOCATION:** Early Childhood Education / Multiple Site Locations in Albany County
- RESPONSIBILITIES:** Assists & works closely with classroom teacher in a team approach to plan & implement activities for developmentally appropriate classroom program. Promotes a safe, nurturing, & healthy physical environment in compliance with all Early Childhood Education/Head Start Performance Standards & NYS-OCFS Day Care Licensing Regulations. Supports classroom teacher in cultivating positive relationships with children & families. Assists in completing & maintaining required documentation for child records & classroom. Assists in ensuring adequate classroom staff coverage for all classroom & program activities. Other duties as assigned.
- QUALIFICATIONS:** High School Diploma/GED (Child Development Associate Credential (CDA) preferred), **and** at least 3 months experience working/volunteering in an early childhood classroom. Good skills in customer service, time management, written/verbal communication. Must be age 18+; Bilingual/Multilingual skills a definite plus. Valid NYS Driver License and reliable transportation will be very helpful.
- NYS State Central Child Abuse Registry completion/clearance & OCFS fingerprinting required for ECE/day care positions.
- PAY RATE / BENEFITS:** \$7.35 per hour / Temporary positions are not eligible for benefits.
- CLASSIFICATION / HOURS:** Non-exempt, On-call as needed (some hours scheduled in advance)
- APPLICATION DEADLINE:** **Applications accepted until position(s) are filled**
- APPLICATION PROCEDURE:** Apply in person or send a cover letter and current resume to:
Albany Community Action Partnership, Attn: HR
333 Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185 E-MAIL: HR@acoj.com

Only selected candidates are contacted to interview. No phone calls.

Employment
Opportunity



ACAP is an Equal Opportunity
Employer -- EOE/M/F/D/V
Alcohol/Drug Free Workplace
(pre-employment drug screen required)

PLEASE POST PROMINENTLY