

Head Start & Early Childhood Education

Family & Community Development

Administration & Support Staff

ANNOUNCEMENT DATE: October 17, 2006

POSITION TITLE: **Teacher**

DEPARTMENT / LOCATION: Early Childhood Education / Universal Pre-Kindergarten

RESPONSIBILITIES: Ensures smooth operation of classroom. Plans & implements a balance of teacher-directed & child-initiated activities; assures that classroom curriculum, lesson plans, & activities are developmentally appropriate & in compliance with all Early Childhood Education/Head Start Performance Standards & NYS-OCFS Day Care Licensing. Cultivates positive relationships with children & families. Completes & maintains required documentation for child records & classroom. Involved in ongoing recruitment & transition of eligible children into center program. Maintains inventory of all classroom materials & equipment. Ensures adequate classroom staff coverage. Other duties as assigned.

QUALIFICATIONS: **Preferred:** Bachelor Degree in Early Childhood Education (ECE) or Bachelor Degree in related field with 12 credit hours in ECE relevant coursework **and** a minimum of one (1) year teaching experience.

Required: Associate Degree in ECE, Child Development or related field **and** a minimum of two (2) years teaching experience. Must have NYS Education Department Teacher Certification (Birth–Pre-K, Pre-K-Gr. 2) for work in School District classrooms.

NYS State Central Child Abuse Registry completion/clearance & OCFS fingerprinting required. Excellent skills in customer service, multi-tasking, time management, written/verbal communication. Bilingual/Multilingual skills a definite plus. Valid Driver License helpful.

PAY RATE / BENEFITS: \$9.70 - \$13.64 per hour / Health & Dental coverage; Paid Leave; Holidays; Educational Assistance; 403(b), Life Insurance, & more

CLASSIFICATION / HOURS: Non-exempt, Full & Part Time (25-40 hours per week) available

APPLICATION DEADLINE: **Applications accepted until position(s) are filled**

APPLICATION PROCEDURE: Apply in person or send a cover letter & current resume to:

Albany County Opportunity, Human Resources
4 Central Avenue, Third Floor, Albany, NY 12210
FAX: (518) 463-8185 E-MAIL: HR@acoj.com

*Only selected candidates will be contacted for interview.
No phone calls.*

Employment
Opportunity



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

PLEASE POST PROMINENTLY