



THE POWER OF CHANGE

# Certified Teacher Assistant

**Head Start Early Childhood Education**

**333 Sheridan Ave, Albany, NY 12206**

## **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

Teacher Assistants work closely with the classroom teacher in a team approach to plan and implement activities for classroom programs. Teacher Assistants promote a safe, nurturing, and healthy environment in compliance with all Early Childhood Education Performance Standards and NYS – OCFS Day Care Licensing Regulations.

Teacher Assistants work with the teacher to create positive relationships with children and their families. They assist in completing child record documents and ensure adequate staff coverage for all classrooms and program activities.

## **QUALIFICATIONS:**

A Teachers Assistant must have an Associate's Degree or be actively enrolled in a degree program. OR a candidate must have a Child Development Associate (CDA) credential with a preschool designation. If you do not have a CDA, you must be willing to complete a CDA Credential within one year of service. You must have NYS Education Department Teacher Assistant Certification for work in a Universal Pre-Kindergarten Classroom.

## **BENEFITS:**

Competitive health benefits; Educational Assistance; Retirement; Paid time off; 403(b) plan. Starting range is \$12.02-\$12.22 per hour, based on educational experience with the potential to increase based on yearly performance.

## **CLASSIFICATION / HOURS:**

Non-Exempt, Full-time (30-37.5 hours per week, 44 weeks per year)

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## **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
Albany Community Action Partnership, Human Resources  
333 Sheridan Avenue, Albany, NY 12206  
FAX: (518) 463-8185  
E-MAIL: HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

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We maintain a drug-free workplace and perform pre-employment  
substance abuse testing**