



THE POWER OF CHANGE

# Infant/Toddler Teacher

**Department of 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, Ravena, Berne, Watervliet and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

Assists Center Director to ensure smooth operation of classroom. Teachers assist children and families by providing effective early childhood classroom experiences through developmentally appropriate learning environments, programs and lesson plans under the Early Head Start Continuity of Care/Primary Caregiver model!

Ensure compliance with all Early Head Start Performance Standards & NYS-OCFS Day Care Licensing regulations. Teachers serve as a liaison between children, families, public schools and/or community agencies to ensure that children and families receive quality educational opportunities. Prepares complete child education plans, accurate and timely assessments, progress notes and other required documentation according to regulations and agency standards. Cultivates positive relationships with children and families. Creates and maintains a safe, healthy educational environment ensuring adequate supervision of all indoor and outdoor activities. Collaborates with children/families and assists in enrolling them in all eligible agency and community services.

## **QUALIFICATIONS:**

Associates Degree in Early Childhood Education, Child Development or related field with 12 credits in Early Childhood and one (1) year of specific training and/or experience in infant care, or a Child Development Associate (CDA) Credential with an Infant/Toddler designation and one (1) year of specific training and/or experience in infant/toddler care.)

## **BENEFITS:**

Year round position, Health, Dental & Vision; Vacation, Sick, Personal Leave; Holidays; Educational Assistance; 403(b) ; Starting \$14.52 with the potential for increase every year based on performance

## **CLASSIFICATION / HOURS:**

Non-Exempt, Full-time (37.5 hours per week, 52 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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