

Alan R. Jones, Executive Director/CEO

Aging Services
Nutrition Program

In and Out of House Posting

Posting Date: 01/22/2019

Closing Date: 01/28/2019

Child and Family
Services

Head Start Teacher Aide

After School

Child Care Resource
and Referral

Qualifications: Possess an associate degree in any field with 12 early childhood credits or a current CDA (Child Development Associate) in preschool center-based (or have the ability to obtain one within the first 18 months of employment), and have 1 year of experience with preschool children.

Early Head Start

Family Development

Head Start

Position Summary: This position requires the ability to assist the Teacher in the classroom and the activities that take place within. The Teacher Aide assumes the role of Teacher when the Teacher is absent. This position serves as the aide on the daily bus runs. The Teacher Aide is responsible for documentation of the daily attendance, health checks, charting children's growth twice a year and other site activities.

Community Services

Emergency Needs

Food Pantry

Supervisory Responsibilities: In the event the Teacher Aide is substituting for the Teacher, the Teacher Aide assumes the supervisory responsibilities of the Teacher.

Homeless Assistance

Technology: The employee must possess basic computer skills and have some working knowledge of database management and data entry. Attends training as necessary.

Employment and
Training

General Responsibilities:

OneWorkSource
Business &
Employment
Center
(Partner Agency)

- Assists the Teacher to ensure the classroom complies with Head Start Program Performance Standards and NY State Day Care Regulations.
- Responsive to individual strengths, needs, and interests of the children.
- Interacts with the children in a friendly manner to promote the daily lesson plans and activities.
- Assists the Teacher in preparing, organizing, and implementing the daily lesson plans and activities.
- Provides information about the child and shares such information with the Teacher for specific observations, screenings, assessments, and ICP's (Individual Child Plan).
- Plans with the Teacher for activities that supports community volunteerism for all service areas of the program.
- Upholds all program policies and supports them with the parents and the community.

Weatherization and
Energy Services

Compensation:

This is a full time position that works 37.5 hours per week with a rate of pay of \$11.44 per hour. The position is eligible for benefits, which include; medical, dental, vision, retirement, vacation and paid leave. The position is in line with the Saranac Lake School District calendar.