



Head Start/Early Head Start Recruitment, Program Year 2020-2021: Education and Kitchen Aide Positions



July 13, 2020

CAPCO Head Start/Early Head Start is recruiting for Education/Classroom positions and Kitchen Aides for the 2020-2021 School Year!

Application Deadline: Interested candidates should apply using the application link and/or forward a resume and letter of interest to the HR Director, Greg Richards, no later than **Friday, July 24, 2020** via email at hring@capco.org or at the Main Office, 32 N. Main St., Cortland, NY 13045.

Pay Ranges:

\$11.80 - \$17.85/hr

**specific pay ranges are dependent on position and applicable candidate qualifications*

Positions:

Preschool/UPK Teacher:

Full-time for 37.5 hours per week, 44-weeks (Program-year with summers off) with benefits. Responsible for conducting an educational, social/emotional, developmentally appropriate center based program for enrolled children. Responsible for the day to day operation of the classroom. Associate's degree (A. A.) in Early Childhood or Bachelor's degree in Child Development, Early Childhood Education or equivalent coursework in early childhood education. Secondary level UPK Teachers must possess a NYS Birth – 2 initial or professional teaching certificate.

Assistant Teacher:

Full-time for 37.5 hours per week, 44-weeks (Program-year with summers off) with benefits. Assist and share the daily responsibilities with the classroom teacher in providing a secure and positive learning environment which will enable each child to obtain the awareness and skills necessary for a successful transition into Kindergarten. CDA credential or a state-awarded certificate that meets the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.

Infant/Toddler Teacher:

Full-time for 37.5 hours per week, 52-weeks (full year) with benefits. To design and implement a variety of active plans to stimulate and sustain the interest of young children, and that contribute to their social, emotional, intellectual, and physical development. Implementing the Head Start Performance Standards, Day Care Regulations and other mandates Minimum Infant / Toddler Child Development Accreditation (CDA), Associate's degree (A. A.) in Early Childhood Education preferred or equivalent coursework in early childhood education, specific to caring for children Birth – 3 years old.

Classroom Floater/Assistant:

Part-time, 25-30 hours per week, 44-weeks (Program-year with summers off). Under guidance of the Classroom Supervisor/Classroom staff, plan and coordinate the administration and implementation of the Educational Services in designated classroom. High school diploma or general education degree (GED); prefer related experience and/or training in a child care setting. Should have a strong desire to work with children birth – 5 years old.



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Preschool Substitute Teacher:

Variable hour, as needed. Under guidance of the Classroom Supervisor/Classroom staff, plan and coordinate the administration and implementation of the Educational Services in designated classroom. High school diploma or general education degree (GED); prefer related experience and/or training in a child care setting. Should have a strong desire to work with children birth – 5 years old.

Kitchen Aides:

Part-time, 20-28.75 hours per week, 44-week (Program-year with summers off). Receive food and food supplies, set tables, and serve meals family style at the designated site followed by cleaning of the dining area, as well as the kitchen area fulfilling all sanitation requirements. High school diploma or general education degree (GED); or one or more years related experience and/or training; or equivalent combination of education and experience. Must have knowledge of health and preparation practices in food service

Benefits Overview:

→Full-time starting **benefits:**

- Paid breaks in accordance with school district calendar (i.e. December Holiday break, April Spring break, etc.)
- 2-weeks accrued sick leave, 4 days accrued personal leave, vacation leave for full-year positions
- 13 paid holidays per year
- 80% Agency-paid Medical and Dental benefits, employee and family—3 medical and 2 dental plans, Excellus BlueCross BlueShield
- Employee-paid Vision Insurance
- Agency-paid life insurance, employee and qualifying dependents
- 401K retirement savings—Agency base and match contributions
- Agency-paid Employee Assistance Program (EAP), employee and family
- Flexible Spending Accounts (FSA)

CAPCO is an Equal Opportunity Employer and we do not discriminate against employees or applicants for employment on any legally recognized basis. CAPCO will make reasonable accommodations for qualified candidates in adherence of the Americans with Disabilities Act and New York Human Rights Act.