

Title: Head Start Teacher Assistant
Reports to: Center Director/Lead Teacher
Designation: Regular/Full-time/Part Year – 35 – 40 hours per week depending on location
Location: Chatham, NY
Wage: \$14.22 – \$14.72

Head Start is a comprehensive child development program for children ages 3 – 5. Head Start provides social, emotional, health and nutrition services for income-eligible families. Head Start encourages the role of parents as their child's first and most important teacher and builds relationships with families that support positive parent-child relationships, family well-being, and community connections. Working for Head Start gives you a chance to make a real difference in the lives of young children and their families throughout Columbia County, NY.

Immediate Opening - Head Start Teacher Assistant – Craryville and Chatham NY as well as other locations as needed - The person in this position is responsible for helping the lead teacher plan and implement lessons and activities for preschool age children. Ensuring that children receive appropriate supervision at all times. Managing the classroom if the lead teacher is absent. Helping to prepare the room for meals and rest periods. Maintaining important documents and records. Entering information in to various data collection systems.

Required Education & Experience:

- A high school diploma **AND** a current **Child Development Associate Credential OR** an Associate's Degree in a related field
- **OR** Current enrollment in a CDA class or an appropriate Associate's Degree program may also be considered.
- Must have at least one year of experience working with preschool age children
- Being bilingual in English and Spanish is desirable.
- Basic computer skills are required - computers are used on a daily basis including office and educational software programs
- A clean and valid NYS Driver's License is required at most locations.

Following an offer of employment, all Head Start employees are subject to inquiry with the New York State Central Register of Child Abuse and Maltreatment and a New York State Criminal History Check. In order to prevent or significantly reduce the risk of **COVID-19** transmission and protect all members of the COI community from infection, successful candidates will be required to submit proof of **full vaccination** as a condition of employment, unless exempted as a reasonable accommodation of a medical condition or sincerely held religious belief or practice.

Our Benefits

When you join our team as a full-time employee, you will also enjoy:

- Health & dental benefits that are cost shared by the organization
- Vision Benefits – paid for by the organization
- Retirement Savings Plan (401K) with employer contributions
- Life Insurance – paid for by the organization
- Flexible Spending Account for medical & dependent care expenses
- Generous paid leave including annual, personal and sick time plus 13 paid holidays
- Paid school vacations
- Professional development opportunities
- Federal student loan forgiveness with some positions
- Employee Assistance Program for all employees and their family
- Casual dress code

COI values diversity, equity, and inclusion in our workplace. COI is committed to equal employment opportunity and non-discrimination in employment for all qualified persons without regard to age, race, creed, color, religion, sex, sexual orientation, gender identity or expression, marital or familial status, national origin, citizenship, ancestry, arrest record, veteran status, military status, predisposing genetic characteristics/genetic information or carrier status, disability, domestic violence victim status, reproductive health decision making, ethnic group identification, ethnic background, traits historically associated with race, or any other protected trait under federal, state or local law.

To apply for these positions, please submit a cover letter with a resume or job application to Gail Paone, Director of Operations: 540 Columbia Street, Hudson, NY 12534 or by email at humanresources@columbiaopportunities.org