

JOB TITLE: Head Start Teaching Assistant

PAY RANGE: Job category pay range \$17.58-\$25.34. Starting wage \$17.58.

LOCATION(S): Cuba, NY

WORK YEAR: 10 months, non-exempt

WORK HOURS: Generally 8:00am -3:30pm Monday through Friday, with occasional evening and weekend hours required.

JOB SUMMARY: [Click or tap here to enter text.](#) Assures and promotes the delivery of high quality early childhood education services in compliance with the Head Start Performance Standards by working cooperatively with Teachers to offer a safe and healthy learning environment for children.

Characteristics of an Effective Teaching Assistant:

The ideal candidate will possess a strong desire to work with preschool children in a classroom setting. They will be kind, caring, adaptable, and enjoy facilitating safe learning environments for children. They must be committed to making a difference in the lives of children, families, and the communities in which we live/serve.

Pre School Child Development Associate (CDA) credential or equivalent

-or-

An associate's or bachelor's degree in the area of education, social work or human services is preferred. A degree in any area meets qualification requirements.

-or-

Be enrolled in a program leading to an associates or baccalaureate degree or a CDA credential program to be completed within two years of the time of hire.

Qualifications:

One year experience in an early childhood education program working with young children and their families is preferred.

Must demonstrate competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's developmental progress, including children with disabilities and dual language learners.

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Job Description: Achieves school readiness objectives and promotes the healthy growth and development of children in the classroom setting by preparing and ensuring the safety of the physical space used; supporting the teacher in planning and implementing learning experiences that ensure effective curriculum implementation and use of assessment, including for children with disabilities and dual language learners, as appropriate; implementing developmentally appropriate individualized lesson plans; utilizing expected behavior management practices; ensuring timely and well planned transitions; and supporting the teacher in other areas as assigned.

Assures timely and accurate recording of attendance, observations, nutritional services (CACFP), and other areas as assigned into data management systems and physical files.

Engages parents and community members by creating a warm and welcoming environment

Maintains a clean, safe, and well-organized learning environment by preparing materials, equipment and physical space for the daily plan; including daily cleaning and sanitizing and completion of indoor/outdoor checklists as needed.

Maximizes safe program transportation by assuring that each passenger is properly restrained; and by orienting children and parents on seat belt use, bus procedures, safe boarding and disembarking, and traffic awareness practices.

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BENEFITS:
- This is a full-time ten-month position.
 - Choice of 2 medical plans (co-pay or high deductible with health savings account option)
 - Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
 - 13 paid holidays (11 holidays and 2 floating holidays)
 - Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
 - Professional development advancement opportunities
 - Up to 56 hours paid sick leave

Everyone is welcome! We make a difference to our community.

Everyone is welcome here. We make a difference in our Community. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.

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**SUBMIT COVER
LETTER, RESUME,
& ACCORD
APPLICATION TO:**

MAIL: TRINA LAFLEUR, HR DIRECTOR
ACCORD CORPORATION
P.O. BOX 573 | 84 SCHUYLER STREET
BELMONT, NY 14813
EMAIL: tlafleuf@accordcorp.org
FAX: 585-268-7607

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