



*Employment Opportunities
Helping People. Changing Lives.*

Title: Head Start Teacher Assistant (Chatham and other locations as openings occur)
Reports to: Head Start Lead Teacher
Designation: Regular/Full-time/Part Year – 35 hours per week
43-45 weeks per year – depending on location

Head Start is a federally funded program that provides high quality early childhood education, development, healthcare, social and nutrition services to children. Becoming a Head Start Teacher Assistant gives you a chance to make a difference in the lives of young children and their families.

The person in this position is responsible for:

- Helping the lead teacher plan and implement lessons and activities for a classroom of 16-20 preschool age children
- Ensuring that children receive appropriate supervision at all times
- Managing the classroom if the lead teacher is absent
- Preparing the room for meals and rest periods
- Maintaining important documents and records

Required Education & Experience: A high school diploma AND current Child Development Associate Credential OR an Associate's Degree. Must have at least one year of experience working with preschool age children. Current enrollment in a CDA or appropriate Associate's Degree program may also be considered. 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 as well as a New York State Criminal History Check.

COI provides a competitive wage and excellent benefits for full-time employees including: professional development opportunities, employee health, dental, & vision insurance with employer contribution; flexible spending account; 100% employer paid life insurance; 401(k) plan; up to 12 paid holidays, generous annual, sick and personal leave benefits; paid school vacation days for regular Head Start employees; Employee Assistance Program.

Submit cover letter and resume to:

**Gail Paone at Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534
Or by email - humanresources@columbiaopportunities.org**

COI is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic characteristics, marital status, military service/leave, or arrest/conviction record consistent with applicable federal, state, or local laws.