



THE POWER OF CHANGE

# Certified Teacher

Department of Early Childhood Education  
Locations Across Albany County

## **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

A Certified Teacher would work to assist the Center Director in order to ensure smooth operation of the classroom. The Certified Teacher would be responsible for planning and implementing teacher-directed and child-initiated activities. They ensure the curriculum, lesson plans, and activities are developmentally appropriate and in compliance with all Early Childhood Education/Head Start Performance Standards and NYS – OCFS Day Care Licensing Regulations.

Certified Teachers cultivate positive relationships with children and their families. They complete and maintain required documentation for child records. Certified Teachers are involved in ongoing recruitment and transition of eligible children into the Center's program. They maintain inventory of all classroom materials and equipment. Certified Teachers also perform programmatic and administrative customer-centered tasks including (but not limited to) : lesson planning, data collection and record keeping, and assisting with program teams with planned activities.

## **QUALIFICATIONS:**

An ideal candidate would possess at least a Bachelor's Degree in Early Childhood Education or a Bachelor's Degree in a related field with 15 credit hours in coursework relevant to Early Childhood Education AND a minimum of one year's teaching experienced required. May also be required to possess, and have the ability to maintain a valid driver's license. **Must have NYS Education Department Teacher Certification for work in School District Universal Pre-K classrooms (Birth – 2<sup>nd</sup> grade, Birth – 6<sup>th</sup> grade, Pre-K- 6<sup>th</sup> grade, Nursery – 6<sup>th</sup> grade).**

## **BENEFITS:**

Contingent on NYS Certification and placement in a UPK classroom: Competitive health benefits; Educational Assistance; Retirement; Paid time off; 403(b) plan

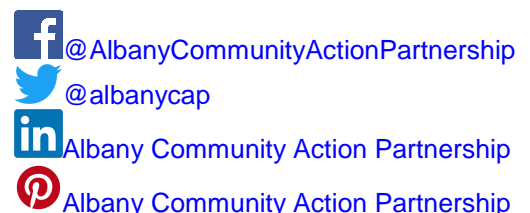
## **CLASSIFICATION / HOURS:**

Non-Exempt, Full-time (37.5-40 hours per week, 44 weeks per year)

## **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
Albany Community Action Partnership, Human Resources  
333 Sheridan Avenue, Albany, NY 12206  
FAX: (518) 463-8185  
E-MAIL: HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

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We maintain a drug-free workplace and perform pre-employment  
substance abuse testing**