

JOB ANNOUNCEMENT



CAP IS HIRING ALL CHILD CARE TEACHER POSITIONS!

Job Titles: Aide 1, Teacher, Site Supervisor

Immediate Openings:

- Part-time AM and PM Shifts for Aide 1, Teacher, and Site Supervisor;
- Substitute and Permanent Part-Time Positions Available

Work Location:

At any of our six elementary school locations within the Greater Albany Public School District

Job Description/Requirements:

Includes but is not limited to: assisting with providing safe, structured, quality childcare for elementary age children by increasing opportunities for children to benefit from constructive activities supervised by responsible adults.

Aide 1—Must be 18 years of age or older to apply. The primary responsibility of an Aide1 is to assist Teachers and Site Supervisor enthusiastically and effectively in the instruction, guidance, and care of children.

Teacher— Must be 18 years of age or older to apply. The primary responsibility of the Teacher is to enthusiastically and effectively assist the Site Supervisor in the instruction, guidance and care of children, working as a team player in assisting all rules and regulations are met including Oregon Department of Education, Early Learning Division, Office of Child Care (OCC), CAP Policies and Procedures, and USDA rules and regulations under the direct supervision of the Greater Albany Public School District (GAPS).

Site Supervisor—Must be 21 years of age or older to apply. The primary responsibility of the Site Supervisor is to oversee all site production at one's respective site. This includes managing and facilitating employee teamwork, administering all rules and regulations including Oregon Department of Education, Early Learning Division, Office of Child Care (OCC), CAP Policies and Procedures, and USDA rules and regulations under the direct supervision of the Greater Albany Public School District (GAPS).

Due to state childcare regulations, applicants must pass a pre-employment central background check, have or obtain a current First Aid, CPR, Food Handler certification, and obtain a Recognizing and Reporting Child Abuse and Neglect training certificate as well as an "Introduction to Child Care Health and Safety" training certificate within 30 days of employment. Applicant must have reliable transportation to and from the job site with the availability to work at any of the six Albany site locations. Position requires 15 hours of continuing education in child development training annually. Applicant needs the ability to display a positive attitude towards children, staff and parents with good communication and listening skills.

Work Hours:

- Split Shift times vary a few minutes depending on site location:
- AM Shift: 6:30- 8:45 AM and/or
- PM Shift: 2:20- 6:00 PM
- Monday through Friday, including some non-school days

Hourly Wage:

- Aide 1: \$14/hour
- Teacher: \$15-\$16/hour DOE
- Site Supervisor: \$16.25-\$18.25/hour DOE

Employer:

Community Before & After School Child Care Program (CAP)
Address: 250 Broadalbin St SW, Suite 255 Albany, Oregon 97321
Phone: 541-967-9322, Fax: 541-967-8368
Contact Person: Melanie
Web: www.communityafterschoolprogram.org

Referral Instructions:

Email resume and availability to: albanycapmelanie@gmail.com



Applicants will be referred to job openings without regard to their age, race, color, national origin, marital status, parental status, religion, sex or disability, sexual orientation, mental or physical disability, Vietnam-era or disabled veteran status or any other status protected under applicable Federal, State, or local law in its programs, policy, procedures and practices.