

# Head Start Classroom Substitutes

Columbia Opportunities Inc. Head Start

Hudson, NY

Other

Part-time

Onsite

\$15.00 - \$15.00 an hour

Posted on December 28, 2023

## Organization Statement

Head Start programs offer high-quality early childhood education, development, healthcare, social and nutrition services to children and their families with low incomes. We use a play-based learning model to help children achieve their developmental milestones and prepare them for school. 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. We also support children's learning by providing nutritious meals and screening children for developmental or learning delays.

Our Benefits:

• Retirement Savings Plan (401K) with employer contributions for qualified employees

• Paid sick time and holiday pay

• Professional development opportunities

• Employee Assistance Program for all employees and their family

• Casual dress code

• Flexible schedule

## Job Description

Head Start Nutrition Child Care Aide

The successful candidate for this entry level early childhood position will:

• Set up and serve meals to 3 and 4-year-old children

• Maintain a safe and sanitary classroom setting

• Assist in creating an environment that encourages preschool children to explore learning while interacting with other children and caring adults

• Help plan meaningful learning experiences

• Assist with record keeping, including the use of online data collection tools

## Qualifications

### Education & Experience

• High School Diploma or Equivalent is preferred

• Experience working with preschool age children or as a Head Start parent is preferred

Other:

• Clean NYS Driver's License is preferred.

• Fluency in English & Spanish is desirable

• 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..

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

## Application Instructions

To apply for these positions, please submit a cover letter with a resume or job application to Cynthia Andrus, Columbia Opportunities, 540 Columbia Street, Hudson, NY 12534 or by email at [humanresources@columbiaopportunities.org](mailto:humanresources@columbiaopportunities.org)

## Additional Information

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.

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