

# Teacher

Chautauqua Opportunities Inc.

Jamestown, NY 14701

Teacher

Full-time

Onsite

\$20.24 - \$29.75 an hour

Posted on May 14, 2026

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## Organization Statement

Chautauqua Opportunities, Inc. (COI) is a not-for-profit Community Action Agency that has served low- and moderate-income households in Chautauqua County since 1965. COI serves about 3,000 households annually with a wide range of services that have been developed to alleviate poverty and promote economic stability. The agency is a well-known provider in the areas of: Early Care and Education (Head Start, Early Head Start, UPK); Health and Family Services (Home Care, Safe House Youth Shelter, Transitional Independent Living Program, Hope Haven Women's Shelter, Mobile Crisis Outreach), Housing and Community Development (Affordable Housing, Section 8 rental subsidies, Weatherization, Lead Remediation, Homeless Prevention, Homebuyer Education) and the Child Care Council (Childcare Resource and Referral, Provider licensing and registration, Summer Food Program, Family Court Childcare). An affiliate organization, Chautauqua Opportunities for Development, Inc. (CODI), provides technical assistance and loans to startup and existing businesses.

## Job Description

### Position Responsibilities and Specific Duties:

- Works cooperatively with staff, parents, and service providers to plan appropriately for children both independently and in groups.
- Plan activities and prepare necessary materials for activities in the classroom.
- Observe and record the development of children. Use the information from the records to develop lesson plans according to the curriculum that meet the needs of each individual child.

- Plan, assign, and direct work as part of overall classroom operations; affirm and guide teacher assistants and volunteers; address complaints, resolve problems and provide feedback on performance evaluations.
- Serve as an advocate for all children including those with special needs.
- Immediately report any concern regarding child abuse/neglect.
- Performs daily health checks on each individual child, following up when needed.
- Develop and implement intervention strategies for individual and groups of children based on data.
- Conduct developmental screenings of children as designated.
- Utilizes CAPTAIN/Teacher Strategies Gold for tracking and maintaining all children records along with documentation of individual family contacts.
- Assist families in creating age-appropriate school readiness goals and provide information to achieve identified goals.
- Interactions with families include educational advocacy training for parents/guardians.
- Conduct two home visits for evaluative purposes and two conferences per year with families.
- Communicate with families on a regular basis through communication books, phone contact, face to face with emphasis on school readiness.
- Attend all meetings, trainings, and parent activities as designated.
- Complies with ERSEA and participates in service enrollment and recruitment strategies as required.
- Provide a safe and healthy learning environment.
- Promotes agency and service area missions.
- Incorporate integrated service delivery model while promoting self-sufficiency.
- Participate in the larger team of the agency through committee structures, planning, policy development, and volunteerism.
- Plan individual and group activities to stimulate growth across the domains of learning including Language Development, Literacy Knowledge and Skills, Mathematics Knowledge and Skills, Science Knowledge and Skills, Creative Arts Expression, Social and Emotional Development, Approaches to Learning, and Physical Development and Health, Logical and Reasoning, Social Studies Knowledge and Skills, and English Language Development.

- Model and teach children in practices of personal cleanliness, self-care, and picking up and putting away toys and books.
- Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue.
- Provide family style meals while encouraging natural conversation.
- Notifies supervisor following service area procedure regarding customer complaints.
- Present subject matter to students, utilizing variety of methods and techniques incorporating strategies which are developmentally appropriate and consider attention spans individual learning styles, such as hands-on, visual, and auditory.
- Share observations, outcomes, and other information with families at home visits, conferences, and during classroom engagement opportunities.
- Foster cooperative and professional working relationships.
- Participates in case coordination meetings.
- Maintains confidentiality and complies with the code of ethics.
- Other duties as designated by supervisor.

## **Responsibilities**

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## **Qualifications**

### **Knowledge, Skills Required:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representatives of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Early Head Start: CDA credential and work towards obtaining an Associate's degree, with an Early Childhood Certification.
- Head Start: Associate degree in Early Childhood or Child Development; or any advanced degree and 9 credit hours in Early Childhood and/or Child Development.
- Head Start: Bachelor's Degree (B.S) in Early Childhood or Child Development
- UPK/Head Start Bachelor's Degree (B.S) in Early Childhood or Child Development with a NYS Certification for Pre-K services.
- Adequate computer skills required.
- Ability to organize and maintain an appropriate learning environment.
- Ability to work on a team.
- Ability to relate well with families of diverse backgrounds.
- Good verbal and written communication skills.
- Valid Drivers' license and ability to travel

- Ability to lift 50 pounds.
- Completes all OCFS requirements
- Meets OCFS training requirements and maintains training logs.
- Flexibility in work schedule.
- Must be able to maintain substantial, Active Supervision and Zone Supervision of children.
- Must be able to provide consistent even tempered customer service at all times.
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Please apply on our website [Chautauquaopportunities.com](http://Chautauquaopportunities.com)

## Language Requirements

English