



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

EDUCATION MANAGER

Location: Johnston County

Johnston-Lee-Harnett Community Action, Inc. is seeking an Education Manager. The responsibilities will include:

The Educational Manager supervises and provides training to teaching personnel, develops curricula and provides educational resources for staff and parents. The Educational Manager is responsible for all aspects of classroom and education requirements.

- BA/BS Degree in Early Childhood or a human service field.
- Expertise in fiscal and program management with at least three (3) years of experience.
- Experienced administrator with an understanding of child development theories and practices.
- Ability to relate well to and coordinate with the people being served.
- Knowledge of pertinent federal, state, local and their necessary laws, rules, regulations, and guidelines.
- Physician statement of good health and provide personal statement of annual physical.
- Have negative results of TB test before beginning to work and on an annual basis.

ESSENTIAL FUNCTIONS

- Carries out goals, policies, and activities designed to implement the disability and mental health service area
- Update and revise annually the work plan with input and approval from the Policy Council, parents/guardians, and other staff.
- Maintain current records and perform tasks associated with disability and mental health efforts.
- Assist in preparation of budget and requisition materials/supplies as needed.
- Participate in staffing, staff meetings, training and other collaboration meetings.

Submit resume and three (3) letters of reference to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$43,699 year

AN EQUAL OPPORTUNITY EMPLOYER
UNITED WAY AGENCY