



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
252 Irene Roberts Rd., Suite 101
Lillington, NC 27546

CENTER DIRECTOR

Hours: 7:30 am – 3:30 pm (12-month position)

Location: Johnston County

Johnston-Lee-Harnett Community Action, Inc. is seeking a Center Director.

POSITION SUMMARY

Under the general supervision of the Education Manager, the Center Director follows standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc. The Center Director oversees the daily operations of a child/infant toddler center. Provide direction, guidance and support to teachers assigned to site. Monitor child attendance.

POSITION QUALIFICATIONS

- BS/BA in Early Childhood Education, Child Development or related field.
- Level 3 Administration.
- Minimum of 2 years supervisory experience in childcare field and/or related experience working with infants and/or toddlers.
- Adheres to agency Policies and Procedures, Head Start Performance Standards, North Carolina Child Care License requirements, Sanitation and Building regulations and additional measures of quality as noted by the program.
- Participates with a positive attitude in all program activities and promotes cooperative relationships with parents while in the center. Attend parent meetings, staff meetings, pre-service and in-service functions.
- Responsible for the daily operation of a Head Start Child Development Center.
- Responsible for the supervision of the assigned center staff and implementation of the education program developed by the Education Coordinator.
- Completes the 30-60-90-day Probationary Period evaluations for new staff. Conducts mid-year and year-end staff evaluations.

Submit a completed application, resume and three letters of reference via:

(www.jlhcommunityaction.org) – Go to the CAREERS tab

Minimum Starting pay: \$52,000 year