



# 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

## **EARLY HEAD START TEACHER**

**Hours: 7:30 am – 3:30 pm**

**Location: Johnston, Lee & Harnett Counties**

Johnston-Lee-Harnett Community Action, Inc. is seeking EHS Teachers.

**POSITION SUMMARY**

Work in this position involves planning, organizing and implementing, along with a co –teacher, a developmentally appropriate program for infants and toddlers. The employee follows standards and regulations of the Head Start Performance Standards and other U S 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 employee cooperates with a co-teacher to carry out the duties of the infant/toddler classrooms and to maintain a staff/child ratio of one adult to four children, with no more than eight children in a group.

**POSITION QUALIFICATIONS**

- Minimum education requirement of an Associate's Degree in early childhood education or a Bachelor's in early childhood education or a Bachelor's in a related field that focus on early childhood/development, two years experience is preferred. Transcripts or copy of degree will be required to validate degrees/classes.
- Ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted and culturally diverse populations.
- Strong written and verbal communication skills. Bilingual English/Spanish skills helpful.
- Ability to set and maintain professional boundaries with families.
- Ability to visually supervise children. Ability to hear child communications, including crying and pre-language communications.
- Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, and standing. Occasional lifting up to 40 lbs.
- Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
- Ability to apply Early Childhood Development theory in daily classroom activities and adapt to the individual needs of children.

**Submit a completed application, resume and 3 letters of professional reference by June 30, 2023 to:**

**Johnston-Lee-Harnett Community Action, Inc.**

**Human Resource Department**

**Attn: Ruby Bryant or Alisa Bizzell**

**Post Office Drawer 711**

**Smithfield NC 27577**

**Minimum Starting pay: \$23,925 year**

AN EQUAL OPPORTUNITY EMPLOYER

UNITED WAY AGENCY