



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 (12-month position)

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking Early Head Start Teachers. The responsibilities will include:

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 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 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.

Submit a completed application, resume and 3 letters of professional reference by December 15, 2021 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: \$38,472 year

AN EQUAL OPPORTUNITY EMPLOYER
UNITED WAY AGENCY