



# 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

## **HEAD START TEACHER**

**Hours: 7:30 am – 3:30 pm (10-month position – Summers off)**

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

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

### POSITION SUMMARY

The Teacher is responsible for creating and managing a safe, attractive, and inviting learning environment for children. They will incorporate developmentally appropriate learning activities, which meet the needs of the individual child and the group. The Teacher is responsible for the overall operation of the classroom.

### POSITION QUALIFICATIONS

- BS or Equivalent in Early Childhood Education or Child Development.
- Prefer two years of experience in pre-school classroom with ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted and culturally diverse populations.
- Complete Fingerprint and criminal History Check as required by the NCDCCD.
- Excellent recently 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 a 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 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: \$33,763/ year**

AN EQUAL OPPORTUNITY EMPLOYER  
UNITED WAY AGENCY