



# 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: Harnett County**

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 and resume via ([www.ilhcommunityaction.org](http://www.ilhcommunityaction.org)),

**HR TAB, EMPLOYMENT OPPORTUNITIES dropdown**

**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: \$34,291 year**