



Engaging communities. Empowering individuals.

**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
Early Head Start Lead Teacher	Full Time/Non Exempt	11/03/2016
Department/ Location	Entry	Closing Date
Early Head Start/TBD	*\$12.57 to \$14.47 per hr.	Opened Recruitment

***Varies with education**

Required Education & Experience;

Associate’s Degree in Early Childhood Education with 2 years experience and an Infant & Toddler Child Development Associate (CDA) Credential; or equivalent combination of education and experience.

Bachelor’s degree in early Childhood education with a state certificate in the area of B-K is preferred.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

Instructs infants and toddlers, aged birth to 3 years, in activities designed to promote appropriate developmental growth for each child, i.e., social, physical, emotional and intellectual growth.

- Plans individual activities to stimulate growth and development in language, social and motor skills. Formulates and carries out weekly lesson plans and activities to ensure frequent interaction between adult and infant or adult and toddler. Develops flexible daily schedule.
- Ensures personal cleanliness and safety of infants or toddlers.
- Maintains accurate records. Ensures confidentiality of records. Administers developmental screenings. Keeps parents informed of infant/toddler progress.
- Provides educational training opportunities for parents.
- Serves nutritious meals and snacks according to physician’s and nutritionist’s meal plans. Maintains documentation of food served. .
- Maintains a safe and healthy environment in the classroom, center and on the playground in accordance with NC Day Care regulations. Requisitions supplies, instructional materials and teaching aids, services, or replacements, as needed.
- Trains and supervises classroom volunteers. Maintains documentation of volunteer time.

Knowledge:

Applicant must be able to:

- Read and comprehend simple instructions, write correspondence, reports and memos.
- Calculate simple measurements, i.e., cup, tablespoon, etc.
- Interpret a variety of instructions in written, oral or schedule format.
- Lift a child weighing up to 25 pounds.
- Earn a Food Handler’s License, 1st Aid certification, ITS/SIDS certification, CPR certification.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

“An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.