



# 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

## **TEACHER ASSISTANT**

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

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

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

### **POSITION SUMMARY**

The Teacher Assistant assist in creating and managing a safe, attractive, and inviting learning environment for children and assist in incorporating developmentally appropriate learning activities. They will assist in incorporating developmentally appropriate activities which meet the needs of the group and each individual child. The Teacher Assistant will follow 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.

### **POSITION QUALIFICATIONS**

- Associate's Degree in Early Childhood.
- Complete Fingerprint and criminal History Check as required by the NCDCCD.
- Experience with preschool or kindergarten aged children in a group setting.
- Willingness to attend trainings and course work for professional growth.
- Good communication skills written and verbal.
- 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. Lifting children weighing up to forty (40) pounds.
- Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
- Bending at the waist, kneeling or crouching to maintain direct eye contact with 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: \$26,564 year**

AN EQUAL OPPORTUNITY EMPLOYER  
UNITED WAY AGENCY