



*Helping People Help Themselves Since 1964!*

405 N. Elm Street • Lumberton, NC 28358 • (910) 277-3500 • [www.scfsnc.org](http://www.scfsnc.org)

## **NOTICE OF VACANT POSITION**

August 29, 2019

Southeastern Community & Family Services, Inc. is accepting applications for the Head Start position listed below:

### ***Assistant Teacher/Driver St. Pauls HS Center***

#### **Description of Duties:**

Ensures that established agency policies and procedures are strictly complied with. Assists the teacher in planning and carrying out a daily schedule of activities in working with young children and families to develop their cognitive, social, and emotional and physical growth. Provides safe daily transportation for center enrollees to and from the center. Must be able to plan, organize, and supervise daily activities both inside and outside the classroom. Must be able to develop and approve lesson plans. Responsible for ensuring the all center operations are accomplished in full compliance with Head Start Performance Standards, agency policies and procedures and North Carolina Day Care Licensing Regulations.

#### **Qualifications:**

Associate degree in Early Childhood Education (**REQUIRED**). Must maintain educational requirements of day care licensing to maintain current rating. Requires some teaching experience, and supervisory experience desired. Bilingual applicants encouraged to apply.

**Instructions:** Send Agency application, cover letter and resume by **September 12, 2019** to:

Post Office Box 1025

Lumberton, NC 28358

Email: [recruitment@scfsnc.org](mailto:recruitment@scfsnc.org)

Applications may be obtained by visiting the Agency's website: [www.SCFSNC.org/CAREERS](http://www.SCFSNC.org/CAREERS)

**Equal Opportunity Employer**