



Engaging communities. Empowering individuals.

**Action Pathways, Inc.  
Vacancy Announcement**

Title	Type	Date Opened
Lead Teacher (NC Pre-K)	Full Time/Non-Exempt	09/06/2018
Department/Location	Entry	Closing Date
Head Start	<b>*\$14.99 - \$16.49 per hour</b>	Open Recruitment

**\*Varies with education/licenses \*(Pay revised 09/06/2018)**

**Required Education & Experience:**

Bachelor's Degree in Early Childhood Education with Birth-Kindergarten SPIO license and 3 years experience in an early childhood setting; or equivalent combination of education and experience. An equivalent combination of education and experience may be considered.

**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. Applicant must have and maintain a valid NC driver's license with an acceptable driving record and proof of insurance. 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 children in activities designed to promote social, physical, and intellectual growth.

- Plans individual and group activities to stimulate growth in language, social, and motor skills. Formulates long range plans and carries out weekly lesson plans, with a flexible daily schedule.
- Instructs children in practices of personal cleanliness and self care.
- Develops and maintains accurate records on each child. Administers developmental screenings. Establishes individual short and long range goals for each child. Instructs children in proper nutrition and health care.
- Maintains a safe and healthy environment.
- Recruits, trains and supervises volunteers.

**Knowledge:**

Applicant must be able to:

- Read and interpret documents, write reports and correspondence.
- Add subtract, multiply and divide in all units of measurements. Solve practical problems.
- Use computer skills for Palm Pilot entering data and extracting reports.

Applicant must have:

- Food Handler's License, First Aid and CPR Certificate
- Current negative TB test with receipt, annual physical

Applicant must be willing to:

- Pursue Birth-Kindergarten SPIO license upon employment and obtain said licensure within 36 months of employment

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://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.**