

JOB TITLE: **Teacher – HS/Partnership/Pre-K – Bachelor Degree/Master Degree**

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Instructs and supervises one classroom to provide a safe, nurturing, stimulating, enjoyable and secure learning environment in order to improve the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning; works to provide early establishment of a trusting and productive partnership for the advancement of children and families; works to ensure that all aspects of the program meet or exceed all requirements set forth in funding agency(s) regulations, other requirements as set forth by the governing agency and follows all guidelines set forth in the Personnel Policies, Procedures Manual and Operation Plan.

JOB TITLE: **Assistant Teacher – HS – CDA**

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Assists the teacher in planning and implementing all classroom activities; assists to provide a safe, nurturing, stimulating, enjoyable and secure learning environment in order to improve the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning; works to insure that all aspects of the program meet or exceed all requirements set forth in funding agency(s) regulations, other requirements as set forth by the governing agency, and follows all guidelines set forth in the Personnel Policies, Procedures Manual and Operation Plan.

JOB TITLE: **Family Partner**

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Recognizes and supports the strengths, interests, concerns and goals of families. Serves as a multiple-service broker for the children and their families. Coordinates services through the development of multiple partnerships with public/private agencies. Establishes trusting relationships with families of enrolled children to facilitate the accomplishment of individual and family goals. Works to ensure that all aspects of the local program meets or exceeds requirements set forth in funding agency(s) regulations, requirements set forth by the governing agency and guidelines set forth in the Personnel Policies, Procedures Manual and Operations Plan.

JOB TITLE: Custodian

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Responsible for the cleaning, maintenance, repair, safety and security of the facility, materials, and equipment. The Custodian works to insure that the facility is in compliance with requirements as set forth by funding agency(s) regulations, state and local fire, health, safety and day care regulations, and other requirements set forth by the governing agency and follows guidelines set forth in the Personnel Policies, Procedures Manual and Operations Plan.

Applicants can either call the Lumpkin County Head Start at 706-864-3456, or email the Center Director, Tammy Dill at tammy.dill@ndohs.org