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 mountainprojects.org

RECRUITMENT WORKSHEET

Job Title: Early Head Start Teacher (Haywood and Jackson County) **Date:** 3/8/23

Position Summary: Looking for a career change. Mountain Projects, Inc. Head Start/Early Head Start program is looking for an individual who cares about their community and wants to make a difference and improve the lives of children and families.

Minimum Qualifications: Child Development Associate Certificate or Infant/Toddler Certificate

Preferred Qualifications: Early Childhood Education degree from an accredited community college.

Type of Skills Needed: Ability to work effectively with coworkers, parents, and children; ability to work effectively with diverse populations; uses good judgment in making decisions; computer skills; able to multi-task and problem solve.

Other requirements, if applicable: Must have an adequate vehicle, valid driver license and insurance; local travel sometimes required, must occasionally go into homes of Head Start children for home visits; Criminal background checks along with random drug testing.

Rate of Pay: \$ 15.00 with certificate \$16.00 with 2-year degree ^{42,600 -} (45,550 including fringe benefits)

Part-time: Hours per week: _____

Full time: Months per year: 11 months

Location of position: Waynesville, Fairview and Kneedler

Notes: _____

Sources to use:

Internal: _____ Referral: _____

Ads: _____ Search: _____

Agencies: _____ Professional: _____

Other: _____

Supervisor signature _____ Date _____

 _____

Program Manager signature _____ Date _____

Executive Director signature _____ Date _____

3/7/23