



SUNBELT HUMAN ADVANCEMENT RESOURCES, INC. (SHARE)

Office of Human Resources

P. O. Box 10204 \* Greenville, SC 29603

Phone 864-269-0700 \* FAX 864-295-6151

**JOB VACANCY NOTICE**      Number **1129**

**Date Issued: August 16, 2011**

**Job Title: Teacher I, II or III (DOQ\*), Early Head Start**

**Closing Date: until filled**

**DEPT: SHARE Head Start**      **Classification: Regular, Full Time (40 weeks per year, closed in summer)**

**Number of Vacancies: 3**

**LOCATIONS:**      **2 at Seneca Head Start Center in Seneca, SC (Oconee County)**

**1 at Golden Strip Head Start Center in Simpsonville, SC (Greenville County)**

*Positions are available, and school year starts with in-service training, on September 1, 2011.*

*Orientation for successful candidates will be held on Monday, August 29, 2011 at SHARE.*

***ONLY QUALIFIED CANDIDATES NEED APPLY.***

**QUALIFICATIONS:** **Teacher I: Minimum High School Diploma or GED and Child Development Associate (CDA) Credential (Infants/Toddlers) required. Teacher II: Associate's Degree required in Early Childhood Education or Early Childhood Development. Teacher III: Bachelor's or Graduate Degree required in Early Childhood Education or Early Childhood Development.** **All Levels:** Experience working with pre-school children in a program of Early Childhood Education preferred. Excellent written and verbal communication skills required. Bilingual English-Spanish speaking desired. Valid SC driver's license and good driving record required; Commercial Driver's License (CDL) preferred. Please submit transcript of diploma, credential, and degrees attained with application.

*Must pass SLED and FBI criminal background check and pre-employment drug screen.*

**JOB SUMMARY:** The Early Head Start Teacher has primary responsibility for the appropriateness of the environment, the correctness and completeness of assessments, screenings, and children's records. Fulfills all duties and responsibilities as caregiver for Infants/Toddlers assigned to the Teacher's primary care as specified for Early Head Start program activities. Implements all activities in the Early Head Start environment. Screens children using the designated assessments. Plans, evaluates and individualizes designated curriculum. Works with the Early Head Start management staff to facilitate the smooth operation of the Early Head Start program. Collaborates with parents and other community resources to address identified needs. Performs other duties as needed or assigned.

**Entry Salary Range:    Teacher I: Bi-Weekly \$923.00; Teacher II: Bi-weekly \$971.62,  
   Teacher III: Bi-Weekly \$1,069.62 - \$1,176.58 (DOQ\*)**

Salary is paid for the Early Head Start which may be funded for 42 to 48 weeks (21 to 24 pay periods), depending on federal budget allocations. Corresponding annual salaries for bi-weekly rates shown above are \$23,998 - \$30,591 for staff scheduled for 52 weeks (26 pay periods). Actual gross for 42 weeks \$19,383 - 24,708; for 48 weeks \$22,152 - \$28,238. **(\*Depending on Qualifications)**

- Job applications must be completed by hand, signed and dated.
- All information including addresses for references must be provided.
- Incomplete applications will not be accepted or acted upon.
- Resumes if submitted must be accompanied by a complete application form.
- Applications are not active until received in the SHARE Office of Human Resources;  
by mail: P.O. Box 10204, Greenville, SC, 29603;  
or apply in person at SHARE, 1200 Pendleton St., Greenville, SC 29611.
- Applications remain active for three months, and expire at the end of that period.

**SHARE reserves the right at any time to fill the position or to extend the application period and/or the effective date without notice and without final consideration of any pending application.**

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**SHARE IS AN EQUAL OPPORTUNITY EMPLOYER**