



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 1124

**Date Issued: July 28, 2011**

**Job Title: Teacher II or III (DOQ\*), 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:**      (1) Crosby Head Start Center in Anderson, SC  
                          (1) Seneca Head Start Center in Seneca, SC  
                          (1) West Greenville Head Start Center in Greenville, SC

*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 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. 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 degree attained with application.

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

**JOB SUMMARY:** Fulfills requirements specified in the Head Start Performance Standards in all aspects of the Head Start programmatic activities. Supervises and implements all classroom activities for children ages 3 or 4 years old. Screens all children using the designated screening assessments. Plans, evaluates and individualizes curriculum. Works with the Center Manager to facilitate the smooth operation of the Center. Shares responsibility for training and providing technical assistance to staff supervised. Performs related duties as needed or assigned.

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

Salary is paid for the scheduled school year, normally funded for 40 weeks (20 pay periods). The corresponding annual salaries for bi-weekly rates shown above are \$25,262 for Teacher II, or \$27,810 - \$30,591 for Teacher III, for staff scheduled to work 52 weeks (26 pay periods). Actual pay for 40 weeks ranges from \$19,432 for Teacher II to \$21,392 - \$23,532 for Teacher III, depending on degree attained.      **\*DOQ = 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**