



Main Office  
405 N. Elm Street, Lumberton, NC 28358  
910.277.3500 [scapnc.org](http://scapnc.org)

**Title:** Teacher

**Status:** Non-Exempt

**Terms:** Permanent Full Time

**Location:** Maxton Head Start Center

**Reports To:** Center Manager

**Job Summary:** The individual in this position will be responsible for overseeing and providing developmentally appropriate activities and instruction to Head Start/Early Learning students and supporting Head Start/Early Learning families in the development of their children. *Any other duties as assigned.*

**Essential Duties and Responsibilities:**

- Implementing a comprehensive, early childhood development classroom as required by the Head Start Performance Standards.
- Plan and provide learning opportunities to students which support growth in the areas of cognition, early literacy and language, social development, play skills, fine and gross motor development, fine arts, adaptive/self-care skills, health, and nutrition.
- Implement a developmentally appropriate and ongoing assessment of student progress.
- Follow Head Start and school district policies for referring children for further diagnostic evaluation when necessary.
- Communicate with families on a regular basis, parent conferences, written materials, and informal personal and telephone contacts.
- Promote and model good health and nutrition practices to children and families.
- Monitor the health and safety of students while at school.
- Use appropriate guidance strategies to help children learn socially acceptable behavior.

- Maintain written reports and records as required by the program.
- Maintain a positive working relationship with students, families, colleagues, and community members that will promote effective communication and collaboration.
- Actively seek to involve parents and families in the educational process and development of their children.
- Maintain the confidentiality of students and families as set forth in policies.
- Participate in required staff meetings, staff development opportunities and child Development Trainings.
- Must have a valid driver's license.
- Ensure that all center operations are accomplished in full compliance with Head Start Performance Standards, agency policies and procedures and North Carolina Day Care Licensing Regulations.

#### **Education Requirements:**

- Bachelor's degree in Early Childhood Education

#### **Equal Opportunity Employer**