

# **JOB POSTING**

**Job# CC-35-18F**

Job Title: Teacher, Early Childhood Services  
Pay Grade: Non-Exempt  
Location: Felman, 200 S. DesPlaines Street, Joliet, IL 60436  
Reports to: Senior Site Supervisor  
Work Hours: Monday – Friday, 8:00am – 4:30pm (Full Year)

## **General Responsibilities:**

Under the supervision of the Site Supervisor, the Teacher is responsible for adhering to the guidelines of Health and Human Services Head Start Performance Standards related to Early Childhood Services in conjunction with State Licensing Standards. The teacher is responsible for leadership and management of the center during the absence of the Site Supervisor. It is the expectation that programmatic recruitment takes place throughout the community as specified and designated.

## **Qualifications:**

1. Graduation from an accredited four year College or University with a degree in Early Childhood Education or related field. All degrees must come from a regionally accredited education institution, which has U.S. Department of Education approval. Thirty-six hours or more of college credits in Child Development or related field is required if the degree is in another field.
2. A CDA Credential must be acquired within one year of employment if the Bachelor of Arts Degree is in an unrelated field.
3. Good written and verbal communication skills; Proficiency in the use of computer software programs and data bases.
4. Demonstrate the skill and competence to meet personal qualifications as required in Part 407: Licensing Standards for Day Care Centers.
5. One to three years' experience working in a childcare setting is required.
6. At least 18 years of age.

Non-probationary, qualified employees wanting to fill the posted vacancy should submit a resume and a letter of interest to Human Resources:

**ATTN: CC-34-18F  
EMAIL: [HR@CC-DOJ.org](mailto:HR@CC-DOJ.org)  
FAX # (815) 724-1275**

Letters of interest and resumes must be received as soon as possible.