Highland County Community Action, Organization, Inc.

Early Head Start Teacher

Hillsboro

HCCAO is seeking an applicant for our Hillsboro Center for a full time Teaching position working with infant and toddler age children year round and must have a minimum of an Associate's Degree in Early Childhood or CDA.

Responsibilities for this position include but are not limited to: a productive and cooperative working environment; ensuring that all paperwork is completed accurately and within required timeframes; promoting health and safety practices; maintaining all files for children and staff; and ensuring that the program meets all Federal, State, Agency, and Program rules and regulations.

Must have a minimum of a CDA. Associate's degree in Early Childhood Education, or Bachelor Degree in Early Childhood Education, or related field preferred. Applicants must possess excellent administrative, organizational, communication skills. Applicants for this position must be able to work well with children, parents, and staff.

The applicants must possess or have the ability to obtain promptly a valid State of Ohio Driver's License, and they must be insurable. They must be a team player with a positive attitude. Positions require the ability to stoop, bend and push, as well as lift up to 40 pounds. Positions require a criminal background check as well as passing a physicial.

This full-time position is 40 hours per week and offers a fringe benefit package that includes 14 paid holidays, personal leave, vacation and sick leave accrual. Other benefits offered include Health, Vision, Dental, Life Insurance as well as 401k retirement plan.

Interested persons can send resume to HCCAO 1487 North High Street, Suite 500, Hillsboro, Ohio 45133 attention Human Resources. Position open until filled.

HCCAO, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.