



HELPING PEOPLE. CHANGING LIVES.

Main Office: 469 East Ohio Street, Circleville, OH 43113-2034  
Phone: 740-477-1655  
Fax: 740-474-9277  
Website: [www.picca.info](http://www.picca.info)  
Executive Director: Andrew Binegar

## Job Posting

**DATE:** May 31, 2019

**DEPARTMENT:** Head Start

**POSITION TITLE:** Teacher/Advocate

**SALARY RANGE:** Commensurate to Teacher/Advocate wages

**HOURS:** 40 hours per week, Start date August 22- May

**QUALIFICATIONS:** Associate Degree in Early Childhood Education with preference to BA in child development, early childhood education, or equivalent coursework

**JOB SUMMARY:** The Teacher/Family Advocate has major responsibility for classroom operation, including planning, carrying out activities, maintaining the classroom environment, supervising children, parent/teacher conferences, and supervision of classroom volunteers. Other duties include:

- Works with Head Start staff and parents to plan and implement developmentally appropriate classroom activities and meet the educational, social, emotional and physical needs of the Head Start children.
- Work with families to assess their needs and assist them in meeting their needs. This will be done through implementation of the Head Start Performance Standards and agency policies.
- Become familiar with the community resources in the area of service, and act as an advocate for the Head Start families in dealing with issues in the community.

**DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.**

**DEADLINE FOR APPLICATION:** June 14, 2019 or until position is filled

**CONTACT:** Debbie Hoffman, Early Childhood Assistant Director, email at [dhoffman@picca.info](mailto:dhoffman@picca.info) or 740-474-7411

**PICCA is an Equal Employment Opportunity Employer**

***Affirmative Action Policy Statement:***

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center  
97 Miller Avenue  
Ashville, Ohio 43103  
740-983-2530

Corwin Center  
Head Start  
145 East Corwin Street  
Circleville, Ohio 43113  
740-474-7411

Ohio Center  
Early Head Start/Head Start  
722 Clinton Street  
Circleville, Ohio 43113  
740-474-9544