



DEPARTMENT OF COMMERCE

Fax it to:
NCWorks Online
Connecting talent to jobs

Division of Workforce Solutions
www.ncworks.gov



DEPARTMENT OF COMMERCE

Date: 12-4-2013
Workforce Office Fax No.: [office complete]

Workforce Office serving your area: [office complete]
Workforce Office E-Mail: [office complete]

www.ncworks.gov

Tell us about this position... (please complete ALL sections, as we will not be able to post incomplete orders)

Company Name: YVEDDI Head Start Federal I.D.:

Job Title: Assistant Teacher

Is this a new job posting, or has a similar/identical job order previously been submitted? [X] Yes [ ] No
If yes, may a staff member contact you regarding an expedited means of posting similar positions?
Please indicate your contact information below and fax form back to Workforce Office. [ ] Yes [ ] No
(The remaining form need then only indicate CHANGES from the previous order.)

Main/Corporate Contact Information

Contact Person: Rhonda Wrenn Title: Head Start Director
Mailing Address: PO Box 309
City: Boonville State: NC Zip: 27011
Phone: 336-367-4993 ext 225 Alternate Phone:
Fax: 336-367-4997 Email: rwrenn@yvheadstart.com

Job Location Information (if different from above)

Job Location Contact Person: Rhonda Wrenn Title: Head Start Director
Physical Address: 2145 Chestnut Grove Road
City: King State: NC Zip: 27021
Phone: Alternate Phone:
Fax: Email:

Display online to job seekers? [X] Yes [ ] No - Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals.
Display your company name? [X] Yes [ ] No
Have our staff screen your applicants? [X] Yes - If yes, require the applicant to meet the staff member that is screening? [ ] Yes; [X] No [ ] No

Career Readiness Certification Required: [ ] Bronze [ ] Silver [ ] Gold [ ] Platinum x [ ] N/A
Occupational Licenses/Certifications Specify: AAS Early Childhood Degree [X] Required [ ] Preferred

Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.

How would you like DWS to contact you?

[ ] Internal Message (through NCWorks Online) [ ] Email [ ] Text Message (If Available)
[ ] Text Message Notification (If Available) [ ] Mass Mail [ ] Fax

Company Information:

Industry Title: No. of Employees:
Type of Employer: [ ] Private Sector [ ] State Government [ ] Local Government
[ ] Federal Government [ ] International/Foreign Gov. [ ] Non-Profit [ ] Education (Higher) [ ] Education (K-12)

Job Details

Number of Positions: 1 Keep Job Order Open Until: 11-30-2013 (Cannot exceed 60 days without notifying Workforce Office) Number of Referrals Desired: 5

Type of Job:

[X] Regular [ ] Temporary [ ] Seasonal [ ] Volunteer [ ] Contract [Length: month(s)/year(s)]
[X] Full-Time (30+ hours) [ ] Part-Time (<30 hours) [ ] Full and Part-Time Positions [ ] As Needed (PRN)

<p align="center"><b>Job Summary</b></p> <p>Please provide a <b>detailed</b> job description of the position (including any specialized skills required).</p> <p align="center"><b>(PLEASE PRINT)</b></p>	<p>Assist in providing an age-appropriate, safe learning environment for pre-school children while promoting development in the eight domains of learning to promote school readiness.</p>
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**Hiring Requirements**

**Check hiring requirements for this job, if any:**     Drug Test     Background Check     Credit Check  
 Reference Check     Motor Vehicle Record Check     Other (specify: \_\_\_\_\_ )

**Testing Requirement:**     Employer will perform     Workforce Office will perform     Other Source will perform testing

Provide a brief description of the testing being performed: Pre-employment drug test; must have Criminal Background Check completed by NCDCDECE (submitted by employer) and receive eligibility letter prior to beginning work.

**Education, Licenses, and Certifications**

Minimum age of applicants to this position, if any? 21

This minimum age is due to the following:

Alcohol     Hazardous work/materials involved     Hours of Work  
 Insurance     Other (Specified in Job Summary)     Special Program/Category     Bonding

Minimum education required, if any: (*HS diploma/GED, College graduate-specific degree level, etc.*): AAS Early Childhood

Minimum months of prior experience required, if any? 1 year preferred

Is job accessible by public transportation:     Yes     No

Driver's License Required:     Yes (operator)     Yes (CDL)     No but must have transportation

Driver's License Type Required:     Class A     Class B     Class C     N/A

Endorsements:     Class H     Class N     Class P     Class S     Class T     No Endorsements Required

**Compensation and Hours**

**Hiring compensation range?** TBD    **Minimum Pay:**    **Maximum Pay:**

**Basis of salary/pay:**     Hour     Day     Week     Month     Year     Quarter     Other (specify: \_\_\_\_\_ )

**Pay comments:**     Depends upon Experience     Commission only     Salary + Commission  
 Piece rate     Salary + Tips     Salary + Bonus     Per Diem only     Will discuss with applicant

**Hours per week?**     Not specified     Vary     Are Specific (# per week = 35)

**Shift:** X     Evening/Swing     Night/Graveyard     Rotating     Split     Other (Specified in Job Summary)

**Benefits Offered**

Please list benefits that you plan to offer to the incumbent, if any: Health Insurance, optional dental and vision insurance, optional AFLAC, paid holidays, earned sick and vacation leave, retirement plan.

**Job Application Methods Accepted**

Check the methods that individuals may use to apply for this job:

Provide a NCWORKS Online Resume (recommended)     Provide a NCWORKS Online Application     At nearest Workforce Office  
 Directly to employer via:     Phone     In Person     Email Resume     Mail Resume

Via Company Website [[http:// yveddi.com](http://yveddi.com)]

**Additional Information**

Is this a Green Job?     Yes     No

Are you a Federal Contractor?     Yes     No

Does a court ordered affirmative action plan require posting this job order?     Yes     No

Does this job order require security clearance?     Yes     No

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States?     Yes     No     Not Specified

Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? **In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.**     Yes     No Selected applicant will have to have a current medical physical completed at their cost. Employer will reimburse for TB testing and any fees

**NORTH  
CAROLINA**

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related to Criminal Background Check.