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DEPARTMENT OF COMMERCE

NCWorks Online  
"Connecting talent to jobs"

Division of Workforce Solutions  
www.ncworks.gov



DEPARTMENT OF COMMERCE

Date: 9-23-13  
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 Federal I.D.: 56-0851147

Job Title: Education Coordinator (**Potential Job Opening**)

Is this a new job posting, or has a similar/identical job order previously been submitted?  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: Acting Head Start Director

Mailing Address: P. O. Box 309

City: Boonville State: NC Zip: 27011

Phone: 336-367-4993 Alternate Phone:

Fax: 336-367-4997 Email: rwrenn@yvheadstart.com

**Job Location Information** (if different from above)

Job Location Contact Person: Title:

Physical Address: 116 Baptist Church Rd.

City: Boonville State: NC Zip: 27011

Phone: Alternate Phone:

Fax: Email:

Display online to job seekers?  
 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?  
 Yes  
 No  
Have our staff screen your applicants?  
 Yes - If yes, require the applicant to meet the staff member that is screening?  Yes;  No  
 No

Career Readiness Certification Required:  Bronze  Silver  Gold  Platinum  N/A

Occupational Licenses/Certifications Specify: B-K Degree  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: Filled (Cannot exceed 60 days without notifying Workforce Office) Number of Referrals Desired: 7-10

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

<p><b>Job Summary</b></p> <p>Please provide a <b>detailed</b> job description of the position (including any specialized skills required).</p> <p><b>(PLEASE PRINT)</b></p>	<p>Provide oversight and leadership of the Education component of Head Start to ensure school readiness, the delivery of disability services, and transitions for preschool children.</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:

**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.*): Must have B-K Degree. Three years of work experience in early education management preferred. Must have strong leadership skills and the ability to handle multiple tasks. Must have access to personal vehicle for job use. Must meet state and federal employment standards (regulations).

Minimum months of prior experience required, if any? 36

Is job accessible by public transportation:     Yes     No

Driver's License Required:     Yes (operator)     Yes (CDL)     No

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?**    **Minimum Pay: TBD**    **Maximum Pay: TBD**

**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 = 40+)

**Shift:**     Day     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, Pension Plan, Paid Holidays

**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:// \_\_\_\_\_ ]

**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

**NORTH  
CAROLINA**

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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