



DEPARTMENT OF COMMERCE

Fax it to:
NCWorks Online
Connecting talent to jobs

Division of Workforce Solutions
www.ncworks.gov



DEPARTMENT OF COMMERCE

Date: 4-11-2014
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: Teacher

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: 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: 101 McMickles School Road
City: Dobson State: NC Zip: 27017
Phone: Alternate Phone:
Fax: Email:

Display online to job seekers? Yes No
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

Career Readiness Certification Required: Bronze Silver Gold Platinum N/A
Occupational Licenses/Certifications Specify: BS Birth-Kindergarten 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: Non-Profit Community Action Agency (Child Care) No. of Employees: 220
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: 6-10-14 Number of Referrals Desired: 5
(Cannot exceed 60 days without notifying Workforce Office)

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)

Job Summary	Provide an age-appropriate, safe learning environment for pre-school children while promoting development in the eight domains of learning to promote school readiness.
Please provide a detailed job description of the position (including any specialized skills required).	
(PLEASE PRINT)	
Hiring Requirements	
Check hiring requirements for this job, if any: <input checked="" type="checkbox"/> Drug Test <input checked="" type="checkbox"/> Background Check <input type="checkbox"/> Credit Check <input checked="" type="checkbox"/> Reference Check <input type="checkbox"/> Motor Vehicle Record Check <input type="checkbox"/> Other (specify: _____)	
Testing Requirement: <input checked="" type="checkbox"/> Employer will perform <input type="checkbox"/> Workforce Office will perform <input type="checkbox"/> 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:	
<input type="checkbox"/> Alcohol <input type="checkbox"/> Hazardous work/materials involved <input type="checkbox"/> Hours of Work <input type="checkbox"/> Insurance <input type="checkbox"/> Other (Specified in Job Summary) <input checked="" type="checkbox"/> Special Program/Category <input type="checkbox"/> Bonding	
Minimum education required, if any: (<i>HS diploma/GED, College graduate-specific degree level, etc.</i>): BS Birth-Kindergarten	
Minimum months of prior experience required, if any? 1 year preferred	
Is job accessible by public transportation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Driver's License Required: <input type="checkbox"/> Yes (operator) <input type="checkbox"/> Yes (CDL) <input checked="" type="checkbox"/> No but must have transportation	
Driver's License Type Required: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> N/A	
Endorsements: <input type="checkbox"/> Class H <input type="checkbox"/> Class N <input type="checkbox"/> Class P <input type="checkbox"/> Class S <input type="checkbox"/> Class T <input type="checkbox"/> No Endorsements Required	
Compensation and Hours	
Hiring compensation range? TBD Minimum Pay: Maximum Pay: Basis of salary/pay: <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Quarter <input type="checkbox"/> Other (specify: _____)	
Pay comments: <input checked="" type="checkbox"/> Depends upon Experience <input type="checkbox"/> Commission only <input type="checkbox"/> Salary + Commission <input type="checkbox"/> Piece rate <input type="checkbox"/> Salary + Tips <input type="checkbox"/> Salary + Bonus <input type="checkbox"/> Per Diem only <input type="checkbox"/> Will discuss with applicant	
Hours per week? <input type="checkbox"/> Not specified <input type="checkbox"/> Vary <input checked="" type="checkbox"/> Are Specific (# per week = 40)	
Shift: X <input type="checkbox"/> Evening/Swing <input type="checkbox"/> Night/Graveyard <input type="checkbox"/> Rotating <input type="checkbox"/> Split <input type="checkbox"/> 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:	
<input checked="" type="checkbox"/> Provide a NCWORKS Online Resume (recommended) <input type="checkbox"/> Provide a NCWORKS Online Application <input type="checkbox"/> At nearest Workforce Office <input type="checkbox"/> Directly to employer via: <input type="checkbox"/> Phone <input type="checkbox"/> In Person <input type="checkbox"/> Email Resume <input type="checkbox"/> Mail Resume <input checked="" type="checkbox"/> Via Company Website [http:// yveddi.com]	

Additional Information
Is this a Green Job? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you a Federal Contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does a court ordered affirmative action plan require posting this job order? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does this job order require security clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Selected applicant will have to have a current medical/physical completed at their cost. Employer will reimburse for TB testing and any fees related to Criminal Background Check.