



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: Becky Hammond

## **JOB POSTING**

**DATE:** 5/1/2024

**DEPARTMENT:** Early Childhood Education – Head Start

**POSITION TITLE:** Lead Teacher – Circleville City Schools Collaborative Classroom

**SALARY RANGE:** Compensation to be commensurate with experience

**HOURS:** Monday – Thursday, 8 Hours; Friday 8am – 12pm

**JOB SUMMARY:** Responsible for classroom operation, including planning, carrying out activities, maintaining the classroom environment, supervising children, facilitating parent/teacher conferences, and supervising classroom volunteers

**QUALIFICATIONS:** Minimum of an Associate’s Degree in Early Childhood Education or related field. Must pass pre-employment drug screen, physical examination, and tuberculin skin test. Must pass all criminal record checks. Must obtain certification in pediatric First Aid, Recognition of Communicable Disease, Child Abuse Recognition, and Blood borne Pathogens training. Must provide 3 references.

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

Apply online at: [www.picca.info/jobs](http://www.picca.info/jobs)

For questions, contact Serena Huddleson at 740-477-1655 ext. 1007 or [shuddleson@picca.info](mailto:shuddleson@picca.info)

**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