



L.B.J. & C. Head Start

A Limited Purpose Agency Serving
Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton,
Pickett, Putnam, Smith, Warren, and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501 • Telephone: (931) 528-3361 • FAX: (931) 528-2409 • www.lbjc.org

Outside Job Advertisement

December 3, 2025

Penny Meadows, Head Start Director, is advertising to fill a position vacancy

Position: Early Literacy Mentor Coach

Location: Central Office
Cookeville, Tennessee

Fringe Benefits: Health, Dental, Vision, and Life Insurance, Retirement Program, Paid Holidays, Sick and Annual Leave.

The salary is: \$19.84 per hour, 8 hours per day

Job Qualifications:

Requirements:

1. Proof of a baccalaureate degree in early childhood education or a related field.
2. Experience working with groups from low-income, community service, or non-profit.
3. Strong leadership abilities are necessary in observing and giving feedback to the education staff.
4. Excellent interpersonal and communication skills are required to work with public agencies, Head Start parents, staff, and the community.
5. Excellent training abilities are required to provide staff with training and development, including on-site consultation, coaching and mentoring to other staff.
6. CLASS Reliable Certified (Must Obtain and Maintain).
7. Willingness to learn Agency Policies & Procedures and follow Head Start requirements.
8. Ability to pass physical examination prior to beginning work and every year thereafter.
9. Possess a valid Driver's License.
10. Furnish own transportation to travel within designated service area.
11. Must complete satisfactory criminal background check prior to hire and as required thereafter.
12. Drug testing as required.
13. Resume submitted with job application.

Preferred:

1. Three years of experience working in Head Start/Child Care Program.
2. Bilingual (English/Spanish) preferred.
3. Possess supervisory, management, organizational, training and planning skills.

All applications must be on the Corporation's current employment form. The applicant must also submit three references, which will be check in accordance with State licensing requirements.

The application must be submitted no later than **December 10, 2025** to the L.B.J. & C. Development Corporation, 1150 Chocolate Drive, Cookeville, Tennessee 38501-2206. Applications received by mail must be postmarked no later than **December 10, 2025**

For information contact Gale Stone at (931) 528-3361, ext. 228. Application forms are available at the Central Office, Head Start Center, Indeed.com, or www.lbjc.org.

PM/gs

AN EQUAL OPPORTUNITY AGENCY

Funded by the U.S. Department of Health and Human Services, Administration for Children and Families

L.B.J. & C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps. The 504/ADA/Title VI Contact Person: Angela West (931) 528-3361