



## Position Announcement July 2019

**Position:** Childcare Assistant Worker

**Employment Status:** Part-time

**Application Deadline:** July 25, 2019

### **Job Responsibilities:**

This grant-funded position plans, prepares and implements developmentally appropriate activities for children attending a child enrichment center at a technical college. Observes and evaluates individual children. Requests and maintains assigned classroom supplies, materials and equipment. May assist children with meeting and maintaining their physical needs. Assists with meal preparation, feeding of children, and play activities. May provide appropriate information to and/or participate in team conferences. Attends internal and external educational programs and professional meetings. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and any other accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel to the college's within the College's service area as needed.

### **Minimum Qualifications:**

The incumbent must meet all of the following minimum requirements:

1. Never have been found by credible evidence, e.g. a court or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct;
2. be at least 18 years of age;
3. have current evidence of successful completion of a biennial training program in CPR and a triennial training program in Pediatric first aid which have been offered by certified or licensed health care professionals and which dealt with the provision of emergency care to infants and children;
4. not be suffering from any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties adequately;
5. not have a criminal record;
6. have either a high school diploma or general education diploma (GED) or one (1) year's qualifying child care experience.

### **Preferred Qualifications, in addition to minimum qualifications:**

- Some Early Childhood or related coursework from a regionally accredited institution.
- Experience with NAEYC Accreditation and State of Ga Quality Rated System.
- Familiar with Conscious Discipline and the Reggio Emilia philosophy.

Applicant recommended for hire must be able to meet the requirements for a successful background check based on the guidelines of the GA Bright from the Start program as well as the Technical College System of GA.

**Projected Work Hours/Location:**

The College is seeking to fill a position for the Macon Child Development Center. Work schedule is projected as 4:30 p.m. to 9:30 p.m. Monday through Thursday; actual work scheduled not yet determined. Position may require a flexible schedule to include day or weekend hours to meet the needs of the department as well as travel as needed to additional locations. This grant-funded position will work up to 19 hours a week during the grant period of August 2019 to December 2019.

**Salary/Benefits:**

Gross hourly wage of \$10.00 per hour. Part-time positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.