



Position Announcement January 2025

Position:	Childcare Assistant Worker
Employment Status:	Fulltime
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins
Work Schedule:	days / 40 hours week, 12 months per calendar year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review and will continue until position is filled; the position may close at any time following January 30, 2026 based on candidate selection.

Position Summary:

This 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. Assists children by meeting their physical needs. Assists with meal preparation, feeding of children, and play activities. May operate a motor vehicle to transport children on field trips and to other 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.

Projected Work Hours/Location:

The College is seeking to fill positions for the Warner Robins campus Childcare Development Center. Center hours are 6:30 a.m. to 6:00 p.m. Monday through Friday. Position may require a flexible schedule to include day/evening or weekend hours to meet the needs of the department as well as travel as needed to additional locations. This position is scheduled to work all 12 calendar months per year and at 40 hours per week.

- Monday through Friday: 9:00 a.m. to 5:45 p.m.

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. 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;
4. Not have a criminal record;
5. Have either a high school diploma or general education diploma (GED) OR one year's qualifying childcare experience.
6. Possess proficient verbal and written communication skills.

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented minimum of 30 hours course work in Early Childhood Education.
- Documented experience with the Quality Rated and state funded GA Pre-K Program
- Documented experience with NAEYC Accreditation
- Documented familiarity with Conscious Discipline and the Reggio Emilia philosophy.
- Documented current evidence of successful completion of a biennial training program in CPR and a triennial training program in 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.

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.

Salary / Benefits:

The selected candidate can expect to receive a contingent offer with an annual gross salary range of \$33,280 (HS Diploma/GED or 1-year qualifying childcare experience) to \$35,604 (Associate degree). The actual annual gross will be determined by the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants must complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, the minimum and preferred qualifications based on the educational history, and the employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.

2. As applicable, applicants for instructional positions are asked to provide a resume and complete the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. The resume submission does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted instead of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) that fulfill the minimum and if applicable, the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. The applicant is responsible for obtaining and uploading the application documentation by the stated deadline.

For more information about our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or email cdominy@centralgatech.edu.

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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; phone (478) 218-3309; fax (478) 471-5197; email: cjohnson@centralgatech.edu.

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