



## **Position Announcement July 2018**

**Position:** Childcare Assistant Worker

**Employment Status:** Part-time

**Application Deadline:** July 26, 2018

### **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.

### **Location / Work Schedule:**

The College is seeking to fill an opening at the Macon campus Child Learning Center to up to 19 hours per week based on need. Work hours will be scheduled between the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday.

### **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 child care experience.
6. Possess proficient verbal and written communication skills.

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

- Minimum of 30 hours course work in Early Childhood Education.
- Experience with the Quality Rated and state funded GA Pre-K Program
- Experience with NAEYC Accreditation
- Familiar with Conscious Discipline and the Reggio Emilia philosophy.
- 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:**

\$10.00 gross per hour. Part-time positions are limited to a maximum of 19 work hours a week, actual schedule based on need, and do not imply or suggest 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 working 19 hours a week or less 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
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- 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: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

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