



Position Announcement March 2024

Position:	Childcare Assistant Worker
Position Status:	Part-time
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins Campus
Projected Work Schedule:	up to 29 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following receipt of completed application packets; the position may close at any time following March 15, 2024 based on a 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.

Location / Work Schedule:

The College is seeking to fill openings at the Warner Robins campus Child Development Center for the following hours. This is a part-time position, eligible to work to up 29 hours per week based on the needs of the Center. The Childcare Center hours are 6:30 a.m. to 6:00 p.m., Monday through Friday, the following work schedules are projected need:

- Monday to Friday: 6:45 a.m. to 11:45 a.m.
- Monday to Friday: 12:30 p.m. to 6:00 p.m.
- To be determined: 7:45 a.m. to 4:30 p.m. two to three days per week

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, in addition to the minimum 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.
- Current evidence of successful completion of a biennial training program in CPR and a triennial training program in first aid which has 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:

\$15.00 gross per hour. Childcare part-time positions are limited to a maximum of 29 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 are eligible for TRS membership and are not eligible for ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC 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, meeting the minimum and preferred qualifications based on the educational history, 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 in addition to completing the CGTC application. Applicants for non-instructional positions may provide a

resume if they wish. Submission of the resume 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 in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which 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. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to 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 Conduct, Appeals, & 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.