



Position Announcement October 2025

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

A review of completed application packets will begin upon receipt. Interviews of qualified candidates may be held after a review of the applicant packets; the position may close prior at any time after October 13, 2025 based on candidate selections.

Job Responsibilities:

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.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history*

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: *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 Early Childhood or related coursework from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented experience with NAEYC Accreditation and State of Ga Quality Rated System.
- Documented knowledge of 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 part-time positions, up to 29 hours per work week, for the Warner Robins Child Development Center to work the following hours. Actual work hours will be determined based on the need of the Center. 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.

All applicants will be considered for both schedules:

- 8:00 a.m. to 12:00 p.m. Monday through Friday
- 1:00 p.m. to 5:45 p.m., Monday through Friday

Salary/Benefits:

The hourly gross salary rate is \$15.50. 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:

Applicants are required to 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, 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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.

2. 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*)
3. 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
4. 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

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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

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

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