**ASSISTANT DIRECTOR CHILD ENRICHMENT CENTER**

**(TENDER TECH)**

**FULL TIME**

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**Flint River Campus**

**MINIMUM QUALIFICATIONS:**

Candidate must be at least 21 years of age; hold a diploma in Early Childhood Education from an accredited college or university; and three (3) years qualifying child care experience; current CPR/First Aid/AED certification.

**PREFERRED QUALIFICATIONS:**

In addition to Minimum Qualifications, a Bachelor’s Degree in Early Childcare Education.

**RESPONSIBILITIES**:

Assists the Director in the day-to-day operations of Tender Tech. Plans and organizes Tender Tech work to meet Bright from the Start: Georgia Department of Early Care and Learning (DECAL) regulations and to maximize learning experiences and to enhance the development of the children in the center. Observes for accuracy and completeness of appropriate documentation/forms. Selects and trains support staff. Assists Director in accounting and/or budget development. Participates in the planning, coordination, development and implementation of long-range goals and objectives. Displays a high level of effort and commitment to performing work.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

Only those who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center), Assistant Director of Student Services, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center)  Special Services Coordinator, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Special Services Coordinator, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224. (Employee complaints), Director of Human Resources, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by, Vice President for Student Affairs, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.