Position Details – CCLC-2021-CAS-002

Proposed Position: Assistant Teacher

Location: Stonecrest, GA

Proposed Start Date: April 26, 2021

Proposed Working Hours: **9:00 am – 6:00 pm**

Proposed Starting Pay Range: $9.00 - $10.00

Required Qualifications:

* High School Diploma or GED.
* Minimum of 2 years experience in a childcare setting.

Job Duties and Responsibilities:

* Key Responsibilities  
  • Assist in the implementation of curricula activities and encourage participation by children.  
  • Actively engage in activities; manage cleanliness, maintenance, and availability of classroom materials.  
  • Maintain frequent communications with parents through informal discussions and progress reports.  
  • Encourage self-help and good hygiene through behavior modeling.  
  • Help ensure smooth, daily transition from home to child care center.  
  • Follow all center policies and state regulations.  
  • Maintain personal professional development plan to ensure continuous quality improvement.
* Additional Knowledge, Skills and Experience Required  
  • High energy.  
  • Ability to work well with others.  
  • Strong oral and written communication skills and basic computer skills.   
  • An understanding of child development.  
  • Excellent leadership, organizational, and interpersonal skills.  
  • Infant/child CPR and First Aid certification.  
  • Must clear full background check and must pass health screening.