Position Details – CCLC-2021-CAS-002

Proposed Position: Assistant Teacher

Location: Stonecrest, GA

Proposed Start Date: April 26, 2021

Proposed Working Hours: **8:30 am – 5:30 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.