# POSITION ANNOUNCEMENT

**POSITION:** Childcare Enrichment Center Instructor (Part-time)

**Job Duties:** Under general supervision, prepares lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use in a child enrichment center at a technical college. Observes and evaluates individual children. Requests and maintains assigned classroom supplies, materials and equipment. May assist children with meeting and maintaining physical needs. Assists with meal preparation, feeding children and play activities. May operate a motor vehicle to transport children on field trips and other activities. Provides appropriate information to and/or participates in team conferences. Attends internal and external educational programs and professional meetings. Provides clerical support as determined by the director.

**MINIMUM QUALIFICATIONS:** Associate Degree in Early Childhood Education must be from a regional accredited private or public postsecondary institution. Appropriate degree will reflect the requirements of the Institution’s accrediting agencies. One year paid work experience in-field within the past seven years. 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; be at least 18 years of age; 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; not have a criminal record. Must demonstrate excellent written and verbal communication skills as well as organization and planning. Must possess and maintain the appropriate professional credential for or related to the field or position. Have current evidence of successful completion of a biennial training program in CPR and a triennial training program in 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 if the caregiver is to be counted as part of the 50% of the child care staff with the required current evidence of CPR and first aid training.

**PREFERRED QUALIFICATIONS:** Bachelor’s Degree in Early Childhood Education must be from a regional accredited private or public postsecondary institution. Experience as a teacher at a childcare facility that used creative curriculum.

**WORK SCHEDULE:** Must be able to work Monday through Friday.

**SALARY:** Salary is commensurate with education and experience.

**BENEFITS:** None this is a part-time position

**DATE POSTED:** 08102015

**TO APPLY:** Atlanta Technical College only accepts electronic application from the following:

Visit [https://www.easyhrweb.com/JC_AtlantaTech/Job%20Listings/JobListings.aspx](https://www.easyhrweb.com/JC_AtlantaTech/Job%20Listings/JobListings.aspx) to apply: Instructions: Press control then click on link to go to ATC Job Center

Background check required

You can also email your resume to: mwhittle@atlantatech.edu

**CLOSING DATE:** Open Until filled

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