



Position Announcement June 2024

Position:	Assistant Director Childcare Center
Employment Status:	Full-time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon
Work Schedule:	40 hours per week / 12 months per calendar year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following July 3, 2024 based on candidate selection.

Position Summary:

Reporting to the Director of Child Development Centers, the Assistant Director is responsible for planning, monitoring, and directing the activities at the Child Development Centers. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

Major Duties include, but are not limited to:

- Prepares reports in requested format within requested time frame
- Monitor the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Assist with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Develop and/or assist with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives update to management on services, operations, and projects;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
- Serves as technical college's representative at local civic community and other business/employer meetings;
- Maintains accurate files/records;
- Maintains excellent working relationships with and serves as a liaison to internal and external customers
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Competences:

- Skill in the use of computers and job-related software programs
- Knowledge of current policies, laws, trends and developments in the field
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public

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

- Earned Bachelor's degree in a related field from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented two (2) years of work-related experience

Preferred Qualifications, in addition to minimum 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 knowledge of NAEYC accreditation
- Documented knowledge of Bright from the Start: Georgia Department of Early Care and Learning, and Georgia Pre-K
- Documented knowledge Conscious Discipline or other positive guidance systems

Projected Work Schedule / Location:

The Center is open from 7:45 a.m. to 4:30 p.m., Monday through Friday. Working with the Director of Child Development Centers, a regular schedule of 40 hours per week will be developed to meet the needs of the CDC. Additional hours or a flexible schedule to include evenings will be required as needed. Position will report to the Macon campus with possible travel to other CGTC campus/sites and other travel as needed.

Salary:

Target annual gross salary range of \$46,080 (Bachelors Degree) to \$51,204 (Masters Degree), actual annual gross will be determined by the candidate's qualifications and experience. This is a 12-month, full-time position and is eligible for benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC 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.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume

if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.

3. 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*)
4. 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
5. 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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

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