



404 S. MLK, Jr., Drive,  
Adel, GA 31620  
229-375-0020

**Business Hours for Job Applications: 10 AM – 4 PM**

## PROCEDURES FOR SUBMITTING AN APPLICATION FOR EMPLOYMENT

Candy Cane Learning Center has great career opportunities for dedicated, responsible and creative professionals. We offer competitive compensation and a friendly and creative atmosphere where you can be part of a team of caring, skilled professionals.

In our efforts to address your employment needs, we know that your time is very valuable. Therefore, we want to make sure that you can enter into our screening process as quickly as possible. Therefore, please read and adhere to the guidelines that govern our employment screening.

### What it takes to be a Candy Cane Learning Center Teacher

- A desire to make every moment a teachable one
- A commitment to nurturing, inspiring, and delighting the children in your care
- A passion for creating lifelong learners
- A willingness to treat parents as partners in their child's education

### Application Process

Applications are accepted Monday – Friday from 10 AM – 4 PM. The Employment Application and all required forms can be downloaded from our website at: [www.candycane-learning.com](http://www.candycane-learning.com) No Employment Applications are distributed from the office. You must download and print out the application.

1. You must be a minimum of 18 years old and have either a High School Diploma or GED.
2. Lead Teachers must have a CDA and/or Post-secondary training in Early Childhood Education.
3. You must be able to pass a criminal background check successfully. You will be responsible for securing a background clearance before being hired.
4. You must be able to work flexible hours that may require overtime.
5. You must be able to secure the appropriate uniforms to wear each day.

Once you have completed your Employment Application, you may:

Personally Deliver or Mail it to: 404 S. MLK, Jr. Drive, Adel, GA 31620

Email it to: [cclc2017@yahoo.com](mailto:cclc2017@yahoo.com) . The Subject should read: ATTN: JOB OPENING SUBMISSION

All applications will be reviewed within 3 working days. Appointments will be scheduled.

If you should have any questions, please email them to: [cclc2017@yahoo.com](mailto:cclc2017@yahoo.com). Your question will be promptly answered. Your questions may be one that we need to share with others. All positions will be filled by February 10, 2017.

# **JOB DESCRIPTION**

## **Full-Time Lead Teacher**

### **Position Purpose**

Under the direction of the Candy Cane Learning Center's (CCLC) Director, the Lead Teacher has responsibility for assurance of compliance with minimum standards and standards established to assure a high-quality program. This position also has oversight of assistant co-worker.

1. Personal qualifications as required in Licensing Standards for Day Care Centers, emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities; and
2. Meet regularly with director to exchange information pertinent to the identification and services of children;
3. Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored;
4. Assist in conducting regular health and environment checklist.

### **Essential Job Responsibilities: Performance Indicators**

#### **Classroom Time / School Readiness**

---

1. Supervise and monitor children at all times and respond appropriately to crisis or emergency situations that may occur.
2. Establish a positive classroom climate.
3. Guide the behavior of children in positive, effective ways.
4. Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals and effective transitions between activities.
5. Encourage experimentation, exploration, problem solving, cooperation, socialization and choice-making; ask open-ended questions and follow-up questions to promote further learning and thinking.
6. Promote English language acquisition of children who are English- and Dual-Language learners.
7. Release children only to individuals with appropriate signed consent.

## **Individualization, Curriculum and Assessment**

---

1. Follow company-adopted curricula, using effective strategies to guide learning.
2. Prepare the classroom environment and materials to support developmentally appropriate curriculum plans and learning experiences.
3. Assess individual and group needs, attending to specific interests, strengths and concerns.
4. Work with appropriate community agencies to develop specialized planning for children and families as needed.
5. Coordinate with support staff when indicated, developing a collaborative approach that benefits all children in the classroom.
6. Adapt curriculum to address and meet individual goals for children as identified in their individualized education plans (IEP).
7. Develop and utilize integrated curriculum plans which reflect mandated elements and components, familial and cultural influences, and promote the social, emotional, physical and cognitive development of all children.
8. Establish weekly goals that promote individual and group educational plans and include other components supported by CCLC.
9. Participate in staff meetings to plan for and delivery collaborative services across all components.

## **Family Engagement and Community Partnerships**

---

1. Provide an atmosphere that promotes and reinforces family and volunteer engagement.
2. Support the role of families as the first and primary teachers of their children.
3. Support families' safety, health, financial stability, life goals and aspirations.
4. Maintain regular communication with families based on family's individual needs.
5. Conduct the required parent/teacher conferences for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school.
6. Help plan and participate in family activity events.
7. Coordinate with the director to provide families with timely information and referrals appropriate to their needs.

8. Monitor and document attendance concerns.
9. Provide learning opportunities for dual-language in the home.

### **Documentation**

---

1. Utilize CCLC adopted tools for ongoing assessment and documentation.
2. Ensure all federal, local, state and/or agency documentation is completed accurately.
3. Document all family contacts.
4. Monitor and report child abuse.
5. Assures that all center-level documentation and reports are complete, up-to-date, and accurate

### **Professional Development**

---

1. Attend and participate in training and appropriate professional development activities.
2. Attend and participate in meetings.
3. Engage in ongoing self-assessment about job performance.

### **Additional Job Responsibilities**

---

1. Assist with breaks, food service and bus monitoring as needed for the model and other classroom needs as requested.
2. Work with other staff to ensure general maintenance and security of facility.
3. Assist with inventory of equipment and supplies.
4. Assume Substitute Site Director role as requested.
5. Other duties as requested.

**All communications are potentially sensitive and are subject to CCLC's policy on confidentiality**

### **Knowledge, Skills and Abilities**

1. Ability to apply Early Childhood Development theory in daily activities, and adapt to the individual needs of children.

2. Significant decision and problem solving abilities.
3. Ability to work as a team member collaborating with staff, families and community resources.
4. Ability to maintain respectful relations and communication with staff, families, children and community.
5. Ability to supervise preschool children and ensure a safe environment.
6. Ability to respond to events happening at all times in classroom, outdoor play areas and on field trips, including school bus. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection or restraint in order to ensure their safety or the safety of others in the environment. (80-100%)
7. Ability to interact with children at their eye level, ie. sitting, kneeling, stooping, bending. (80-100%)
8. Lifting up to 50 lbs. (10%)

### **Minimum Requirements**

1. Educational requirements: Child Development Associate (CDA), Associate's Degree in Early Childhood Education (Pre K) or a Bachelor's Degree in Early Childhood Education (Pre K) or a "Related" Bachelor's Degree or higher that includes coursework equivalent to a major, 300 hrs instruction (30 qtr or 20 sem credits) in Early Childhood Education, with minimum one year experience in management or supervisor role. Transcripts are required to validate educational requirements.
2. Related Degree holders must have Pre-K classroom (ages 3-5) experience, one year minimum is preferred. Experience should include the ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations.
3. Complete and maintain annual training hour requirements.
4. Strong written and verbal communication skills. Bilingual English/Spanish skills highly desirable.
5. Intermediate to advanced computer skills, word processing, internet and e-mail.
6. Must have a valid Georgia Driver's License and proof of insurance.
7. Within 30 days of employment must be Pediatric CPR & First Aid certified and have a current Food Handler's Card.
8. Health Appraisal Questionnaire is required at hire and will be updated annually.

9. At time of hire must be able to submit a Child Care Division-Central Background Registry clearance and do the same every two years.
10. Familiarity with community resources. Knowledge of day care licensing standards as well as standards of other regulatory bodies preferred. Effective, supportive supervisory skills, including the ability to assist personnel in developing self-direction. Sound understanding of Developmentally Appropriate Practice, cultural diversity, and inclusion.
11. Be authorized, able, and available to correct a deficiency that might be an immediate threat to children's health or safety, and
12. Have on file documentation of an orientation and training in these administrative rules and the functions and duties of a manager.

**Are you able to perform all duties stated in this job description?    Yes    No**

Signature \_\_\_\_\_

Date \_\_\_\_\_