



240 Candler Road, S.E.
Atlanta, Georgia 30317

June 3, 2019

Dear Applicant,

Thank you for your interest in the position of **Assistant Director** at the Saint Philip Child Development Center. The center is affiliated with Saint Philip AME Church. It has served the community for over 30 years and is currently licensed and rated as a 2-star center by the Georgia Department of Early Learning and Care.

We are in search of a dynamic early childhood professional who will be committed to operating a center of excellence where the needs of the whole child, families and community partners are the top priorities. The person should be knowledgeable about both state and national accreditation criteria and will assist the director with moving the center to a higher rating under the state program and to achieve national accreditation standards.

Please include the following in the return envelope that is enclosed in this packet.

- A completed application (Be sure to sign the release statement allowing us to contact present and past employers and references)
- Resume
- Copies of college/university degree(s) and certifications submitted before hiring
- Signed statement permitting the submission of your information for a criminal records check

You may submit the above documents as an attachment by e-mail to vstevens@saintphilip.org or you may mail them by 5:00 PM Wednesday, June 19, 2019. The mailing address is 240 Candler Road, S.E, Atlanta, GA 30317. You may also hand deliver them to the receptionist's desk in the Family Life and Administration Center of Saint Philip AME Church addressed to **Attention: Mrs. Venus Stevens.**

Respectfully,

The Saint Philip AME Child Development Center

Search Committee



Employment Application

Full Name:	Home Ph:	Cell Ph:
Current Address:		DOB:
Driver's Lic#/and State:	Email:	

Thank you for choosing Saint Philip Child Development Center, Inc. in your career path. We are dedicated to hiring professionals who are energetic, motivated, and possess integrity. Saint Philip Child Development Center, Inc. is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following requirements for employment by *initialing each item below.*

- High School Graduate or G.E.D recipient
- Negative TB Test and will provide current medical documentation
- United States Citizen, or legally authorized to work in the United States
- Will provide Social Security Card or Birth Certificate
- Will submit to drug and alcohol testing as required
- Will complete an FBI criminal background check
- Will complete a Child Maltreatment Central Registry check
- Physically able to safely supervise young children and perform necessary job functions
- Will maintain professional appearance and conduct at all times

GENERAL INFORMATION

Employment Desired: Full-time only Part time only Full or Part time On Call

Position Applied for: _____ Date you can start _____

3 PERSONAL REFERENCES (do not list family or previous employers)

Name	Address	Phone Number	Relationship (ie. Coworker, friend)

EDUCATIONAL EXPERIENCE

High School attended/address/year graduated _____

College attended/Degree or number years completed/Major _____

Child Development Associate Certification _____

List courses completed or relevant childcare training (CPR, First Aid, Child Development, etc.): _____

List other skills, vocational, and technical training _____

EMPLOYMENT HISTORY (begin with most recent)

Begin/End Date	Begin/End Salary	Employer/Address	Supervisor's Name & Ph:	Your title and duties	Reason for leaving

OFFENSES – Criminal background checks will be conducted on all applicants.

Have you ever pled guilty, no contest or been convicted of any criminal offense? If yes, explain: _____

Has a report of child maltreatment ever been made against you? If yes, explain: _____

Has a court ever denied parental, custodial, or visitation rights as a result of neglect or abuse of a child? If yes, explain: _____

While employed in a childcare program, have you ever been the subject of disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? If yes, explain: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What are your career goals and objectives?

2. Why should Saint Philip Child Development Center, Inc. hire you?

An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I give you permission to Saint Philip Child Development Center, Inc. to verify and investigate any and all information provided in this application. I further consent and agree to submit to any job related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests. I authorize the individuals and institutions named above to give information regarding my employment, character, and qualification, hereby releasing them from all liability for issuing such information.

Printed name/Signature of Applicant

Date

Office Use Only:

Date Submitted:	Time:	Position:
Director Proceed + or -	Interview:	Date Hired:



Job Description Assistant Director

Minimum Qualifications:

Education & Experience

- Minimum of an Associate's Degree in Early Childhood Education or a related field. Preferences include the following certifications and classes: First Aid & CPR, Mandated Reporter and Health & Safety.
- Minimum of one-year experience in program management and staff supervision
- Minimum of two-years of experience in the direct care of young children (Birth – 5 years)
- Proficient skills in using technology including Microsoft Office and childcare database software programs
- Satisfactory Criminal Records Check

Essential Skills & Qualifications

Through written responses to questions as well as conversational dialog:

- Convey a clear depth of knowledge of the cognitive, social, emotional, and physical developmental patterns of children from birth – 5 years of age.
- Convey a clear depth of knowledge of the various learning theories relevant to working with infants, toddlers, and preschoolers. Can defend his/her positions as to the choice of learning approach taken with young children in group care setting.
- Convey a clear depth of knowledge of developmentally appropriate practice (DAP) as it relates to the areas of room arrangement, curriculum planning and lesson planning.
- Demonstrate knowledge of Quality Rated System Requirements (preference for knowledge of NAEYC's standards).
- Assist the Director with continued compliance with licensing regulations.
- Demonstrates strong communication skills with children, parents, staff and supervisor(s).
- Can provide examples to demonstrate the maturity and good judgement needed in emergency situations.
- Demonstrates knowledge and implementation skills for a preschool curriculum(s)
- Can demonstrate knowledge and skills in integrating technology into the curriculum
- Assist the Director with overall program operations, staff supervision, and assumes responsibility of the center in the absence of the Director.



- Demonstrates competency and willingness to cover classrooms at all age levels on an as needed basis.
- Demonstrates professional and ethical judgement when carrying out job responsibilities.
- Willing to assist the Director with conducting a Christian Education Program

- Can physically meet the demands of caring for young children by demonstrating the ability to complete the following care tasks:
 1. Supervise, by sight and sound all children in your care.
 2. Play on the floor at small tables, as well as outside, in and around various play equipment, with infants and young children.
 3. Lift an infant or young child (up to 40 lbs.) to a changing table or other adult level surface in order to change diapers and/or clothing or provide first aid and comfort.
 4. Supervise and assist, as needed, children who are potty training or needing to use restroom.
 5. Use appropriate fine motor skills to assist children with completing a puzzle, game, turning a page in a book, and various other activities that require the full dexterity of adult's fingers and hands.
 6. Verbally respond to a child or an adult when called from a distance up to 30 feet.
 7. Uses proper enunciation when speaking in order to teach infants and young children to correctly speak and understand the English language.

Salary Range: \$34K - \$42K

Please go to the Saint Philip AME Church website at www.saintphilip.org for the application packet and instructions for submitting an employment packet for this position.