



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.



## Hiring for a Full-Time/Part-Time Assistant Preschool Teacher Needed

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Candy Cane Learning Center is seeking an energetic, innovative and reliable individual to serve Monday through Friday. The ideal candidate will be able to develop and manage learning environments and activities that provide opportunities for children to develop and grow. He or she will also be able to work collaboratively and professionally with other teachers to enhance the school environment for both staff and the children in our care.

### **Responsibilities:**

- Assesses developmental needs of children and works to incorporate individual students' learning, physical and emotional needs.
- Ensures classroom management by setting rules and imitations.
- Develops programs and activities suitable for ages three and four.
- Tracks attendance records of children.
- Maintains a safe, clean and healthy environment.
- Communicates directly and respectfully with children.
- Encourages students' positive self-image and supports individuality, independence and creative expression.
- Design and follow a full schedule of activities and discover suitable teaching material
- Balance your teaching between logical and social exercises
- Provide basic care and care giving activities
- Use a wide range of teaching methods (stories, media, indoor or outdoor games, drawing etc) to enhance the child's abilities
- Observe children's interactions and promote the spirit of concord
- Identify behavioral problems and determine the right course of action
- Collaborate with other colleagues
- Adhere with teaching standards and safety regulations as established by the official sources
- Encourage children to interact with each other and resolve occasional arguments
- Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
- Organize nap and snack hours and supervise children to ensure they are safe at all times
- Track children's progress and report to parents
- Communicate with parents regularly to understand the children's background and psyche

### **Who You'll Care For:**

- Age Groups: Preschool

### **Detailed Skills & Experience**

- Early Childhood Education or Child Development Associate Degree
- Demonstrated ability with young children from a variety of cultural and socioeconomic backgrounds in a caring, consistent, and enthusiastic manner.
- 1-2 years experience working in childcare preferred.

### **Credentials Required:**

- High School and College Transcripts
- Criminal Background Clearance
- Completion of State Required Training
- Valid Driver's License with Clear Driving Record

### **Compensation**

- Based upon experience and credentials