OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Substitute CDL Child Care Worker

DEPARTMENT: Health and Human Services (Child Development Lab)

STATUS: Part-time

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- High School diploma. College degree preferred.
- Prefer experience working in teacher preparation program, student teaching assignments and at a daycare facility caring for small children.
- Ability to select the appropriate teaching method and adapt to children's learning styles.
- Proficient active listening skills to understand and adapt to the various needs of children and parents.
- CPR and First Aid Certification
- Fingerprint and background check (Department of Human Resources).
- Appropriate teaching certifications in accordance with the state of Alabama,
- DHR Child and Neglect Clearance (CA/N).

BRIEF DESCRIPTION OF DUTIES:
- Provide basic needs for children.
- Manager classroom activities including lessons, play, breaks, and meals.
- Adapt teaching methods and materials to meet the interests and learning style of children.
- Develop and maintain positive relationships with children and parents.
- Maintain a clean and tidy classroom.
- Collaborate with others to implement lesson plans.
- Encourage children to interact with each other to develop social skills.
- Provide appropriate supervision for children at all times.
- Facilittate various activities for children including songs, games and storytelling.
- Adhere to health/safety and sanitation procedures.
- Perform other duties as assigned.

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SALARY:	Commensurate with education and experience
POSTING DATE:	**December 2022**
CLOSING DATE:	**Opened until Filled.**
HOW TO APPLY:	**Interested persons must submit employment documents electronically**:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in **E Verify**

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

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