

# We're hiring!

## First Steps 4K Instructional Assistant

1+ Years' Experience | Full Time

Are you interested in making a difference in the lives of young children? **The Sunshine House #69 is looking for a patient and compassionate teacher who has experience working with young children.** The First Steps 4K Instructional Assistant works directly with the Lead Teacher to provide developmentally appropriate activities that encourage healthy physical, social, and emotional development for students.

The mission of the Clemson Child Development (CCDC) is to provide affordable high-quality childcare and preschool education. We promote every child's optimal learning and development in the cognitive, physical, emotional, and social domains. Our focus is to create conditions for success and foundations upon which to build school readiness. We do so by using developmentally appropriate practices and experiences that are challenging and achievable. The Clemson Child Development Center is committed to excellence, equity, and inclusion. We foster learning in an environment that appreciates diversity.

### RESPONSIBILITIES

- Adhere to the [First Steps 4K](#) Guidelines
- Follow all CCDC policies and procedures, DSS requirements, and ABC Guidelines at all times
- Assist the First Steps 4K Lead Teacher with the development and execution of weekly lesson plans
- Foster a classroom environment of safety and respect
- Perform daily cleaning routines to keep facilities sanitary and safe
- Attend all required First Steps 4K and SC DSS trainings and obtain required continuing education hours.
- Attend all CCDC staff meetings (1x/month) and mandatory trainings.

### BENEFITS

PAID annual leave & 10 major holidays

### The Sunshine House #69

2685 Dry Pocket Rd  
Greer, SC  
(864) 288-5842

### MINIMUM REQUIREMENTS

- High school diploma or its equivalent
- Two years of documented experience working with children under the age of five (min. 6 months in a licensed child care facility)
- Able to pass a Child Abuse and Neglect Registry background check

### PREFERRED QUALIFICATIONS

- Two-year degree with experience and training in early childhood education
- Completion of the Early Childhood Education Credential (EDC 101)
- CPR and First Aid Certification
- Experience working in a play-based environment

### HOW TO APPLY

Send a cover letter and resume to [center69@sshhouse.com](mailto:center69@sshhouse.com) with the subject line: "First Steps 4K Instructional Assistant".

