

We're hiring!

Mon-Aetna Child Enrichment Center

1431B Lockhart Hwy
Union, SC 29379
864-427-2017

First Steps 4K Instructional Assistant

1+ Years' Experience | Full Time

Are you interested in making a difference in the lives of young children? **Mon-Aetna Child Enrichment Center 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 **Mon-Aetna Child Enrichment Center** 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. **Mon-Aetna Child Enrichment 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 **Mon-Aetna Child Enrichment Center** 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 staff meetings and mandatory trainings.

BENEFITS

PAID annual leave & 13 major holidays

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 monaetnacec@clemsondc.org with the subject line: "First Steps 4K Instructional Assistant".

