



At Grand Point Early Learning Center (GPELC), we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner. Grand Point Early Learning Center is a non-profit corporation in Chambersburg, PA.

GPELC is currently seeking to fill the following positions: Assistant Group Supervisor and Aide. See below for complete descriptions for these roles. **To apply**, please send your resume, cover letter, and any other relevant information to Tammy Bock at: tbock@grandpoint.church.

ASSISTANT GROUP SUPERVISOR

Status: Full-time

Qualifications & Requirements

- **Education (must have one of the following)**
 - A high school diploma or a general education development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education, or human services.
 - A high school diploma or a general educational development certificate, including 600 or more hours of secondary training described in 3270.31(c) (relating to age & training.)
 - A high school diploma or a general educational development certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education, or human services and 1 year of experience with children.
 - A high school diploma or a general education development certificate and completion of a post-secondary training curriculum described in 3270.31 (c)
 - A high school diploma or a general educational development certificate and 2 years' experience with children.
- Must be able to lift 25 pounds frequently.

Duties and Responsibilities

The Assistant Group Supervisor is responsible for the children within their care at Grand Point Early Learning Center. As part of this leadership role the responsibilities of the Assistant Group Supervisor include but are not limited to:

- Assist with supervision of children during arrival, throughout the day, and during departure. Make sure to greet parents and children by name.
- Assist with planned activities, including but not limited to arts, crafts, music, games, meals, snacks, naptime, indoor/outdoor play, and diapering/toileting.
 - Engage with the children to promote healthy social, emotional, and cognitive growth.
 - Maintain proper hygiene and safety standards.
- Develop a warm and nurturing relationship with the children and their parents. Provide a calm, pleasant, and interactive experience for children during meals, naptimes, and other activities.
- Understand and use positive behavior techniques.
- Make certain that all injuries, illnesses, parent complaints, and suspicions of abuse are handled appropriately and documented completely.
- Maintain a clean, safe, healthy, and attractive classroom environment according to the standards set forth by the director.
 - Assist with daily cleaning procedures - including but not limited to - sweeping, mopping, vacuuming, dusting, and cleaning of bathrooms. Weekly cleaning of windows, walls, sterilizing of toys, mats, cleaning of outdoor area as needed.



- Assist the Group Supervisor and Director in any way needed for the successful operations of the childcare center and the needs of the children in its care.
- Maintain personal professional development plan to ensure continuous quality improvement.
 - Attend staff meetings, parent events, workshops, classes, and in-house trainings.