

**CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION**  
**FORMAT FOR POSTING VACANT POSITIONS**

Title of Position/Location:

After School Childcare Instructor

Effective Date of Posting:

March 1, 2024

Application Instructions:

Please submit a [CCSC Non-Certified Application](#), Resume, Letter of Interest, and other Application materials to Brittany Cooper, Director of Elementary Education, [bcooper@cville.k12.in.us](mailto:bcooper@cville.k12.in.us)

Application Deadline:

May 15, 2024

Job Description:

The After School Childcare Instructor is responsible for preschool students who will be attending the After School Childcare Program at Willson Preschool Academy from 1:50-5:30 PM Monday-Friday following the Crawfordsville Community School Corporation calendar. This person will work approximately 10-20 hours per week. This person is responsible for assisting in all aspects of the care & education for the children enrolled in his/her after-school program. This person should have a passion for instilling values in young children. This person should possess high energy and the ability to handle the demands of children with different personalities and needs. To ensure success, this person should display a gentle and nurturing personality and the patience to assist each child to mature cognitively. They should be able to assist in developing the children's social skills as they interact with each other.

Job Requirements:

Job Responsibilities:

- Ensure the safety of each child enrolled in the class in all environments at all times;
- Maintain regular observation and evaluation of children's development and progress as directed by the lead instructor;
- Assist in the implementation of age and developmentally appropriate classroom practices that will include the areas of physical, emotional, social and cognitive needs of the children;
- Nurture positive relationships and communicate clearly with parents, guardians, families and co-workers;
- Accept and maintain responsibility on a daily basis maintaining the ordered arrangement, appearance, and cleanliness of the learning environment of the classroom;
- Follow safe and appropriate toileting, and handwashing practices and help children with all personal hygiene skills;
- Serve as a role model for the children in the areas of attitude, speech and actions on a daily basis;

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- Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions;
- Other duties as assigned by your supervisor;
- Maintain confidentiality;
- Infant CPR/First Aid;
- Complete professional development as directed by the director to maintain Paths To Quality Level 3 status or higher.

Certification Requirements or Job Qualifications:

Valid CDA (Childcare Development Associate) or willingness to acquire CDA with assistance from the school district before August 2024. Background Check. TB test required. Ability to perform physical labor as needed for the position.

Position Start Date:

August 5, 2024

Contact Information: (Name, Address Phone, Fax, Email)

Brittany Cooper  
1000 Fairview Ave.  
Crawfordsville, IN 47933  
bcooper@cville.k12.in.us

Posting Requested by:

Date:

Brittany Cooper

2/22/24

Central Office Approval:

Date:

Dr. Rex Ryker, Superintendent

2/25/24