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Job Announcement

Decatur Adventist Early Learning Center

2584 Young Road, Stone Mountain, GA 30088

Position: Assistant Director, Early Learning Center

Job Description: Serve as assistant director under the supervision of the chief administrator of the Decatur Adventist Early Learning Center.

Qualifications and Education Requirements: Preferred qualifications include: experience in the administrative functions, management, and finances of a child care learning center, training and education in child development, experience working directly with children in an early childcare and education setting, leadership and management experience, and verbal and written communication skills. Must meet the minimum education and qualifying childcare experience as defined by the state of Georgia's Bright From the Start (BFTS) program; see pages 53-56 in the online document:

<http://dec.al.ga.gov/documents/attachments/CCLCRulesandRegulations.pdf>

Desirable Skills: Microsoft tools (Word, Excel, PowerPoint), social media, office management abilities.

Salary: Commensurate with education and experience (range: \$35,000 - \$42,000 with health benefits). This is a salaried position.

To apply: Interested candidates should submit a resume or curriculum vitae and cover letter to the address below:

Mrs. Precious Fuller, Director
Decatur Adventist Early Learning Center
2584 Young Road
Stone Mountain, GA 30088

Cover letter must describe qualifications for the position. Resume package can also be emailed to daelc30@gmail.com to the attention of Mrs. Precious Fuller.

Closing date: The position announcement will remain posted until the position is filled. Applicants who pass prescreening will be invited to an in-person interview. For more information, please go to www.daelcsda.com/opportunities or contact the director via email at daelc30@gmail.com, call (770) 349-0830 or text (770) 639-1524.