

**McIntosh Trail Early Childhood Development Council, Inc.
565 Recreation Drive
Jackson, Georgia 30233**

VACANCY NOTICE

CENTER/OFFICE

SPALDING COUNTY CENTER

POSITION/JOB:

PRE-K ASSISTANT TEACHER

PREFERRED EDUCATION:

Must have a CDA or related certificate or credential.

Must possess a CDA/Tech School Diploma or any other related Certificate.

EXPERIENCE:

One or more years of experience working with preschool children in an organized setting.

SALARY:

**Annual: \$25,741.35
190 Days/Pay will be spread**

This salary may or may not be prorated

HOURS:

8 Hours per day

CLOSING DATE:

FEBRUARY 13, 2026

ALL APPLICATIONS MUST BE TURNED INTO CENTRAL OFFICE BY 4:00 P.M. ON CLOSING DATE.

SUBSTANCE ABUSE TESTING AND CRIMINAL BACKGROUND CHECKS ARE REQUIRED AT THIS ORGANIZATION.

- ❖ A valid driver's license is required. Must have a car or access to a car.

Serving: Butts, Henry, Lamar, Newton, Pike, Spalding, and Upson Counties

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565 Recreation Drive, Jackson, Georgia 30233

VACANCY NOTICE

CENTER/OFFICE:

SPALDING COUNTY Head Start CENTER

POSITION/JOB:

1 ASSISTANT HS TEACHER

PREFERRED EDUCATION:

Grade III- Must possess a CDA/Technical School
Diploma or any other related certificate

PREFERRED EXPERIENCE:

One or more years' experience working with
preschool children in an organized setting

GRADE:

3

SALARY:

\$11.63 Hourly

This salary may or may not be prorated over the
Head Start School year

HOURS:

8 HOURS per day Head Start School year

CLOSING DATE:

FEBRUARY 13, 2026

All applications must be turned in to the Central Office by 4:00 p.m. on the closing date.

Equal Opportunity Employer

SUBSTANCE ABUSE TESTING AND FINGERPRINTING ARE REQUIRED AT THIS ORGANIZATION

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VACANCY NOTICE

Center/Office: SPALDING COUNTY CENTER

Position/Job: Facilities Technician

Preferred Qualification

Education: HS Diploma or GED required

Preferred Experience: Good communication skills, 12 months of janitorial and skilled trade experience.

Duties:

- a. Vacuum, sweep, and mop classrooms throughout the facility.
- b. Sanitize the kitchen and bathrooms.
- c. Take out the garbage.
- d. Pick up litter on the grounds.
- e. Fill the paper towel and soap dispensers.
- f. Clean the utility rooms and sinks.
- g. Clean glass doors and knobs/handles.

Must be able to perform a variety of skilled work in the maintenance and repair of the facility, including but not limited to:

- a. Touch-up painting.
- b. Waxing and buffing floors.
- c. Repair doors and locks.
- d. Replacing light bulbs.
- e. Check and replace the air conditioner/heat filters as needed.

Grade: 2

Hours: 8 hours per day

Reports to: CENTER MANAGER

Closing Date: FEBRUARY 13, 2026

A valid driver's license is required. Must have a car or access to a vehicle. Substance abuse testing is required. Fingerprinting is required.

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