

# POSITION ANNOUNCEMENT

POA#: 1221

## POSITION INFORMATION

Position Title	Childcare Attendant
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	9
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, August 4, 2025

## FOR ADDITIONAL INFORMATION

Contact	Debra Payton
Contact Title	ECCC Childcare Center Director
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6251
Email	dpayton@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

Associate Degree in Early Childhood or a related field.

### Preferred Qualifications

1-2 years working in an Early Childhood setting.

### General Statement of the Function

Childcare attendants supervise infants and toddlers and work with the other childcare attendants and child development instructors in providing care, supervision and instructional learning activities for students. The Childcare Attendant reports to the Child Development Technology instructors.

### Duties and Responsibilities

1. Conduct himself/herself so as to always bring credit to the college and to the community;
2. Assist infants/toddlers and students during the day;
3. Assist in the preparation and distribution of snacks;
4. Monitor infants/toddlers at all times;
5. Assist with housekeeping;
6. Wash, dry, and fold clothes;
7. Prepare infants/toddlers learning activities;
8. Assist in toileting toddlers;
9. Change and wash/dry soiled clothing and nap blankets;
10. Cordially greet parent/guardian and release each child to their parent/guardian or designated person;
11. Assist students and faculty in the planning and implementation of instructional materials;
12. Communicate and work effectively with parents/guardians;
13. Follow and implement MSDH and ECCC policies and regulations;
14. Assist with the feeding of the children; and
15. Perform other duties as assigned.

## APPLICATION DETAILS

Application Deadline	Thursday, May 8, 2025
Internal Applications	Monday, April 28, 2025 - Friday, May 9, 2025
External Applications	Monday, April 28, 2025 - Friday, May 9, 2025
Interviews Completed By	Wednesday, May 14, 2025
Successful Candidate Notified By	Friday, May 16, 2025

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).

4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

**THE COLLEGE**

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

**EEO STATEMENT**

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

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