

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Child Care Aide 2  
Child Learning Center  
Regular Part-Time Position  
(80%, 30 hours per week)  
Position Number 450580**

**General Description**

The Child Care Aide 2 is under the general supervision of the Child Learning Center (CLC) Manager and serves as a classroom teacher.

**Primary Duties and Responsibilities**

- Maintain classroom filing system.
- Coordinate and plan classroom activities.
- Prepare and present educational materials.
- Work with individual children and/or groups on specific tasks.
- Ensure the safety of all children.
- Transport Children/staff in University vehicles as required.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to safely lift up to 40 pounds.
- Ability to successfully manage classrooms of children, ages 6 weeks to 12 years.
- Ability to follow the philosophy consistent with accepted early childhood practices as advocated by the National Association for the Education of Young Children (NAEYC).
- Ability to pass a physical examination by a certified health care provider and provide proof of a negative tuberculosis test.
- Ability to work flexible daytime hours.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Child Development Associate Credential (CDA) required. (May be currently enrolled in a CDA program with credential attainment date no more than two years from date of employment).
- The successful candidate must pass a physical examination by a certified health care provider and provide proof of a negative tuberculosis test result at their own expense.
- A background and criminal records check will be required of the successful applicant.
- Verifiable positive work experience in a center setting.

**Additional Preferred Qualifications**

- Two or four year early childhood or related degree.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**