Position: Early Childhood Specialist (Infant-Toddler)

Minimum Qualifications:
1. Associate’s degree in Child Development or related field, required. Bachelor’s degree in early childhood/elementary education, human development and family studies, or related discipline preferred.
2. A minimum of two (2) years of experience working with infants and toddlers (ages 0 to 3 years old) required; some supervisory experience working in an early childhood setting preferred.

Job Functions:
This full-time position is responsible for providing technical assistance to the Infant Toddler teachers and programs. The position will assist early childhood programs and providers in increasing quality care and services through assessments, on site visits, and leadership. The Specialist is responsible for providing training/technical assistance, support, collaboration, and consultation for child care providers and families on matters related to infant and toddler aged children in accordance with all governing body requirements and standards, the grant, and College policy. The position reports to the Project Coordinator – Infant Toddler Grant. The employee will:

1. Provide technical/ training assistance, identify training needs, and evaluate classrooms and classroom setups.
2. Work collaboratively with the project coordinator, caregivers/teachers, and other childcare professionals to implement grant activities.
3. Conduct meetings, consultations, presentations, observations, etc. in accordance with all state, local, and federal requirements, the college and the grant.
4. Communicate with providers and families in a professional and supportive manner at all times and collaborate with them as needed to provide services as written in the grant.
5. Maintain a comprehensive tracking and evaluation system on all trainings/technical assistance and services provided.
6. Attend and participate in all staff meetings, team meetings, local, state and national meetings as required.
7. Prepare and submit reports within appropriate time frame.
8. Maintain accurate records of all travel and services provided.
9. Maintain confidentiality of all staff, family, program, and provider information at all times.
10. Travel to provider site as required.
11. Assess and evaluate training/technical assistance needed to provide services as per the grant.
12. Work closely with Project Coordinator to implement grant activities.
13. Fulfill other duties and responsibilities as assigned by appropriate.

Salary: The exact salary placement will be Salary Schedule C-3 for an annual salary of $32,000.00.

Application Deadline: 4:30 p.m., April 11, 2016

Application Procedure: A complete application packet consists of:
1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include conferred or awarded date.
4. Work experience verification in writing from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from current employer only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Please visit http://www.jeffersonstate.edu/about-jecc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899 or Fax: (205) 856-7720
Email: HumanResources@jeffersonstate.edu

This Employer Participates in E-Verify

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

EQUAL OPPORTUNITY EMPLOYER