Please Note: If you are applying for more than one position, please submit a separate, complete application

INTENT TO EMPLOY

Posting Date: October 6, 2020

Position: Part-time Early Childhood Specialist (Infant-Toddler) At Large
Continued employment is contingent upon funding from the grant

Minimum Qualifications:

1. Associates 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 part-time position is responsible for assisting and providing support to the Infant-Toddler grant project staff in the implementation of the Infant - Toddler project activities. This position will provide technical assistance contributing to the successful implementation of the project and its activities. This position reports to the Project Coordinator. The employee will:

1. Work collaboratively with the Project Coordinator, Early Child (Infant-Toddler) Specialists, Office Associate, caregivers/teachers, and other childcare professionals to implement project activities as instructed.
2. Maintain confidentiality to of all staff, family, program, and provider information at all times.
3. Assist as needed in providing technical assistance, support, and consultation to childcare providers and families on matters related to infant and toddler aged children, as instructed, and in accordance with all governing body requirements and standards, the project's, contract and College policy.
4. Provide assistance as needed in conducting evaluations, assessments, presentations, observations, preparing reports and other correspondence, maintaining records, and participating in meetings as necessary.
5. Ability to travel as needed to implement project activities.
6. Fulfill other duties and responsibilities as assigned by appropriates.

Salary: Salary is based on 19 hours per week. Hourly rate is $18.24

Application Deadline: October 20, 2020

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) Remember **that the work experience verification completion is your responsibility.** Please visit http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"
Materials may be submitted to:
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720
This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, 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