



Job Title: Early Education Center Specialist

Job Code: 10219

JOB SUMMARY

The Early Education Center Specialist provides specialized administration and oversight of all business functions of the Early Education Center (EEC). May assist with curriculum functions.

MAJOR DUTIES

- Works with Early Education Center Director and Assistant Director to implement best practices in EEC administration and follow all state licensing and quality rules/guidelines;
- Acts as a liaison to the community, communicating the mission of the Center and the college through positive and supportive ongoing interactions;
- Uses the (EZCare) ProCare childcare software to facilitate timekeeping, recordkeeping and billing collection for the Early Education Center;
- Implements the building security protocol for opening and closing as appropriate;
- Facilitates enrollment (including all forms), classroom emergency contact lists, medication documentation and administration, immunization documentation, Georgia Pre-K requirements, Quality Rated policies, licensing rules related to children's files;
- Assists in reviewing classroom lesson plans/lesson plan boxes to meet developmentally appropriate guidelines and quality guidelines;
- Assists classroom teachers to implement developmentally appropriate lesson plans/activities;
- Monitors parent/teacher conferences;
- Monitors building maintenance and follows college process for requesting repairs;
- Implements book fair twice per school year;
- Assists in facilitating all Center events;
- Completes required yearly continuing education hours; and
- Other duties as assigned.

COMPETENCIES

- Thorough knowledge of TCSG rules, policies and procedures
- Thorough knowledge of (EZCare) ProCare childcare software
- Thorough knowledge of BFTS state licensing regulations
- Thorough knowledge of all Georgia Quality Rating requirements or any other accreditation agency's requirements (NAEYC, etc.)
- Skill in the operation of computers and job related software
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Ability to multitask and prioritize workload

MINIMUM QUALIFICATIONS

- Associate degree in a related occupational field ***and*** Three (3) years of related work experience
- Meet all Georgia licensing requirement for employment
- Meet BFTS criminal background/fingerprint requirements
- CPR/FirstAid certified
- Note: Experience may substitute for the degree in a year-for-year basis.

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location