



<b>Position Title:</b>	Early Childhood Specialist	<b>Job Code:</b>	4181
<b>Reports To:</b>	Early Childhood Chairperson	<b>Job Group:</b>	SNE
<b>Department:</b>	Early Childhood	<b>Salary Grade:</b>	12
<b>Prepared By/Date:</b>	Jennifer Brito/2-19-2008	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Patricia Earle/2-19-2008		
<b>Revised:</b>			

### **Summary:**

The Early Childhood Specialist responsible for providing the administrative support essential to the ongoing operation of the Early Childhood Program college-wide and reports to the Early Childhood Department Chairperson.

### **Essential Duties and Responsibilities:**

- Liaisons with Quality Counts Career Center (QCCC) and community initiatives involving MDC's School of Education (SOE) Early Childhood programs.
  - Informs instructors of trainings
  - Facilitates equipment and materials for instructors
  - Special project coordinator: taping students' stories on Great Beginnings
  - Collects feedback on courses and troubleshoots problems
- Liaisons between QCCC and Academic Advisement at MDC:
  - Issues student overrides
  - Troubleshoots residency issues
  - Waives students' late fees
- Assists students with career ladders and programs
  - Informs students on college-wide program in Early Childhood Education including the Florida Child Care Professional Credential (FCCPC), the Administrator's Credential and the Associate in Science degree.
  - Works with students on admission to undergraduate and baccalaureate degree programs
- Assists students with financial aid issues
  - Facilitates students' scholarships program in coordination with MDC tuition and registration policies.
  - Assists students with financial aid documents.
- Coordinates with Department Chairperson on the master schedules to ensure course offering based on community needs
- Monitors the semester's schedules for accuracy, special course notations, cancellations, additions, and enrollment.
- Order books needed based on individual campus need.
- Develop electronic flyers to advertise courses based on individual campus offerings.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of Microsoft Word, Excel, Outlook and PowerPoint and other related computer programs
- Knowledge of College's on-line (Odyssey) finance and payroll systems
- Knowledge and understanding of college organization, goals and objectives, and policies and procedures
- Knowledge of community initiatives and early childhood training requirements

- Knowledge of MDC programs and course offerings in the School of Education
- Detail-oriented
- Possess strong interpersonal and organization skills
- Excellent communication skills (Oral and Written)
- Ability to read, analyze and interpret reports and documents
- Ability to work in a multi-lingual, multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree from a regionally accredited institution and four (4) years of experience in responsible administrative and clerical work, or any combination of education and experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name