

T.E.A.C.H. Early Childhood® Counselor

POSITION DESCRIPTION

Summary: A full-time position as a counselor and case manager for scholarship recipients funded through the T.E.A.C.H. Early Childhood® Project by reviewing applicant information and processing according to requirements and guidelines, managing and maintaining recipient and sponsor records, and advising and providing information regarding available scholarships. The mission of the Delaware Association for the Education of Young Children (deaeyc) is to strengthen the early care and education community by developing leadership; promoting high quality early care and education; and building community support.

Core Competencies for All deaeyc Employees:

- 1. Customer Focus**
Works well with internal and external customers. Responsive and courteous to customers. Skillfully manages all challenging customer situations, deals with challenging customers with poise and diplomacy. Excels at providing timely feedback to customers and creative solutions to problems.
- 2. Accountability**
Demonstrates sound understanding of organizational and departmental policies, procedures, culture, and processes including documents such as the employee handbook and fiscal policy manual. Shows a sound understanding of the vision and mission of the organization. Stays abreast of all organizational changes and applies new processes professionally and promptly.
- 3. Productivity**
Consistently meets or exceeds productivity targets. Produces a substantial contribution to the success and growth of the team and organization. Readily accepts additional responsibilities that are linked to the organization and outside of the work of each individual grant.
- 4. Prioritizing and Organizing Work**
Allocates time and attention to achieve what is most important in accomplishing goals and objectives. Effectively organizes and balances tasks and priorities to keep multiple responsibilities on track.
- 5. Communication**
Communicates effectively internally (with other staff) and externally (with customers). Presents ideas in a clear, succinct, and effective manner through written and verbal communication. Proficient in, and uses technology such as the Internet and social media as communication tools in order to advance the mission and vision of deaeyc.
- 6. Quality**
Ensures that finished work is always of the highest quality, demonstrates commitment to accuracy and thoroughness. Consistently displays pride in deliverables and understands the relationship of high quality work to the overall success of the organization.

Qualifications:

- Minimum of bachelor's degree in early childhood education or related field
- Minimum of 2 years' experience in early care and education or equivalent
- Must be able to perform responsibilities with minimal supervision
- Understanding of the adult learner
- Experience with computers, including Microsoft Office software and data entry
- Strong interpersonal skills
- Strong organizational and time management skills
- Strong written and oral communication skills
- Ability to work cooperatively and respectfully with people of diverse backgrounds
- Ability to work flexible hours, including some evenings and weekends
- Knowledge of Delaware's early care and education professional development system a plus (i.e. qualifications for professionals in early care and education and school age centers, Delaware Competencies, DE Stars, etc.)
- Ability to maintain confidentiality
- Ability to lift 25 lbs.

Essential Duties:

- Review and process scholarship applications against eligibility requirements.
- Enter applicant and child care program information into database, update as needed and verify accuracy on a regular basis, maintaining both hard and electronic files
- Review scholarship recipient activity and update recipient/sponsor records and information
- Track wage progression and notify recipients/sponsors of raises and/or bonuses.
- Authorize charge approvals for college tuition.
- Communicate with scholarship recipients and sponsoring programs.
- Compile and mail or email recruitment packets, forms and other information to potential participants
- Assist T.E.A.C.H. Early Childhood® Coordinator with preparation of reports and provide information as needed.
- Assist T.E.A.C.H. Early Childhood® Coordinator in planning meetings and conferences, etc. as needed.
- Perform other tasks as assigned by agency leadership

The statements in this job description are intended to describe the general nature and level of work required by this position at this time. However, it is not an all-inclusive list. [daeyc](#) retains the discretion to add to or change the duties of the position at any time.

If you meet the minimum qualifications and are interested in applying for the position as the T.E.A.C.H. Counselor, send your resume with T.E.A.C.H. Counselor in the subject line to:

Dr. Michelle Shaivitz, Executive Director at: mshaivitz@daeyc.org

Only those selected to interview will be contacted.