

## **Alabama Partnership for Children T.E.A.C.H. Counselor**

**Purpose:** The T.E.A.C.H. Counselor assists all program staff with programmatic and clerical duties associated with program administration, and provides general operations and facility support to staff. The T.E.A.C.H. Counselor works 40 hours a week, is a non-exempt position, and reports to the T.E.A.C.H. Director.

### **Qualifications:**

- At least a Bachelor's degree in Early Childhood Education or a related field and prior work experience in the child care profession
- Good communication skills – oral and written
- Demonstrated computer proficiency, including database/network management, reporting and analysis, and experience with use of office equipment
- Ability to assume responsibility for completion of assignments
- Ability to work well with a diverse population
- Detail oriented
- A reliable automobile at her/his disposal, a valid driver's license, and proof of insurance

### **Job Responsibilities:**

- Assist with the day-to-day operations of the T.E.A.C.H. Project
- Responsible for keeping accurate records on each scholarship recipient and sponsoring program and helping to maintain the T.E.A.C.H. database
- Responsible for securing adequate information to make appropriate payments to T.E.A.C.H. recipients, sponsors, and community colleges
- Provide academic and career counseling to T.E.A.C.H. recipients through regular contact with each recipient
- Assist with the implementation of the T.E.A.C.H. outreach schedule and the recruitment of participants
- Help review and process applications/files, and contact scholarship applicants for missing information
- Assist with the review of T.E.A.C.H. recipient's files to monitor scholarship components
- Enter initial data on all T.E.A.C.H. recipients and participating child care programs
- Respond to the volume of T.E.A.C.H. phone inquiries and discuss the scholarship program with directors, owners, teachers, and family home providers
- Respond to inquiries for information/application materials
- Serve as back-up to manage incoming calls, messages, and visitors with efficiency and professional courtesy
- Treat information on APC clients (individuals and organizations), funders, staff, and Board members in a confidential manner
- Perform other tasks deemed appropriate by the Executive Director

Annual in-service training is provided through an appropriate state, regional, or national conference, and/or state training and workshops as recommended through annual evaluation and according to annual priorities and needs, and funding available.