



Texas Association for the Education of Young Children

JOB DESCRIPTION: Texas Assessment Program Specialist

The Program Specialist position performs as a case manager for Texas Assessment Project by reviewing applicant information and processing according to requirements and guidelines. Manages and maintains program records, recruits eligible child care programs, advises and provides information regarding available program. This is a full-time, grant funded, position that will work directly with the assigned Program Director. Position and/or hours are contingent on continued grant funding.

PRIMARY RESPONSIBILITIES:

- Inform and recruit potential participants by mail, phone, email and other forms of outreach methods (including training presentations and conference exhibits)
- Review and process applications to ensure eligibility
- Enter, track and verify accurate data in FileMaker Pro database and Excel spreadsheets for project, verify accuracy on a regular basis
- Explain program practices, policies and procedures as needed
- Communicate with program on a regular basis
- Present and conduct training on the project to providers and related agencies as needed
- Aid in gathering data for reporting purposes
- Provide on-going technical support to providers
- Work closely with sub-contractor on the program
- Aid in maintaining files for the project
- Treat information about Texas AEYC members and clients, employees and Board members in a confidential manner
- Perform other duties as assigned by Program Director

SPECIAL SKILLS:

Knowledge of child development assessment

Effective oral and written communication skills with internal and external clients

Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro, Word, Excel, specific program software

Attention to detail with ability to perform various administrative tasks efficiently and accurately.

Must deliver quality customer service, demonstrate the ability to effectively problem-solve and work in a team environment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree is required, in Early Childhood Education(preferred) or related field

Two years related experience in Early Childhood Education: child care, Head Start, ECI, PreK, Administration (preferred)

Minimum of one year of experience successfully managing/mentoring/training other adults (preferred)

SPECIAL WORKING REQUIREMENTS:

An automobile at his/her disposal; a valid, non-suspended TX driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.

Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities

No substantiation or criminal conviction of child abuse or neglect

May require need for flexible schedules, including occasional evening and weekend work