



Posting Date: 1/11/2012  
Closing Date: 1/31/2012

# Northwest-Shoals Community College

## Child Development Center Coordinator

Position Announcement

**STARTING DATE:** Approximately - March 1, 2012

**QUALIFICATIONS:**

- ♦ Minimum bachelor's degree in Early Childhood Education (ECE) or Child Development required\*
- ♦ Minimum of two (2) years of work experience in a child development center required.
- ♦ Federal and State grant experience required
- ♦ Office management and experience preferred
- ♦ Skill and knowledge of data entry and records management preferred

\*(No preference given to higher degrees)

**ESSENTIAL  
FUNCTIONS:**

- ♦ Supervise Child Development Center staff members
- ♦ Coordinate schedules of Child Development Center staff members and support staff
- ♦ Conduct evaluations of Child Development Center staff members
- ♦ Coordinate training programs offered through the Child Development program
- ♦ Maintain office records and information
- ♦ Prepare all required reports relating to applicable grants
- ♦ Attend all necessary and/or required meetings related to program(s)
- ♦ Effectively handle all methods of communications including newsletters, memorandums, reports, etc.
- ♦ Serve as a presenter at various conferences and other meetings related to child development
- ♦ Assist with the instruction of child development courses as necessary
- ♦ Development multimedia material when necessary for the child development training programs
- ♦ Assist child development instructors with curriculum development and classroom resource material development as necessary
- ♦ Coordinate and monitor the USDA food program for the Child Development Center
- ♦ Develop and monitor annual goals and objectives for the Child Development Center
- ♦ Assist with marketing the Child Development Center to college staff and the community
- ♦ Assist in maintaining the physical facilities of the Child Development Center
- ♦ Maintain communication with staff, college personnel, schools, community, community donors and funding agency(s).
- ♦ Maintain equipment inventories and oversee the upkeep of equipment

**SALARY:** Appropriate placement on State Salary Schedule C-3-A (\$33,612 - \$48,172)

**APPLICATION  
PROCEDURES:**

**A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form (2008),*
- *a current resume,*
- *postsecondary transcripts (unofficial or official) or certification and*
- *verification of prior work experience (letters from previous/present employers).*

Work experience verification in **writing, signed, and on letterhead** stating beginning and ending dates of employment and position title from other employers confirming the required level of experience as stated in the "Qualifications" section.

- *Minimum of two (2) years of work experience in a child development center required.*
- *Federal and State grant experience required*

**Submit application packet to:**

Northwest-Shoals Community College  
Human Resources  
P.O. Box 2545 (800 George Wallace Blvd)  
Muscle Shoals, AL 35662  
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: [hr@nwsc.edu](mailto:hr@nwsc.edu)

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**CLOSING DATE:**

**Applications should be received by no later than 4:00 p.m., Tuesday, January 31, 2012**

**Incomplete application packets and/or applications received after the deadline date will eliminate the possibility of an interview. The submission of all required application materials (an application packet) by the deadline date is the responsibility of the applicant.**

*Transcripts and letters of verification of prior work experience must be received by the deadline date!*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.*

*If an applicant has a disability and requires accommodations, please notify the Office of Human Resources at (256) 331-5233.*

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*Northwest-Shoals Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding.*

***In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.***