



Iowa Association for the Education of Young Children

TEACH Counselor

The Iowa Association for the Education of Young Children (Iowa AEYC) is a non-profit association that promotes high-quality early learning for each and every child, birth through age 8, by connecting practice, policy, and research. We strive to advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children. Iowa AEYC is a membership organization of members from the early care and education workforce. As the Iowa affiliate of the National Association for the Education of Young Children (NAEYC), our members represent our state's early learning workforce. We support efforts to improve teaching and learning, promote leadership and professional development in the field, support accreditation and quality in early childhood education programs, and to build public awareness through advocacy and outreach.

JOB SUMMARY:

Promotes TEACH Early Childhood® Iowa scholarships to potential early childhood professionals across Iowa, provides support, reimbursements, and counseling to scholarship recipients

PRIMARY RESPONSIBILITIES:

- Provides college and scholarship counseling to the identified TEACH recipients and potential recipients
- Promptly and accurately processes applications, bills, grade reports, income verifications, etc.
- Responds to requests for information promptly
- Uses the TEACH FileMaker Pro database for processing recipients' accounts and recording monthly contacts with all TEACH recipients to ensure success with their college coursework
- Provides support to ensure that all requirements of the TEACH license will be met for these recipients, including recruiting, case management and counseling, recordkeeping, data collection and database requirements, conference attendance requirements, project evaluation, and reporting
- Recruits providers to participate in the TEACH program. Newsletters, emails, mailings, presentations at trainings, conferences, support groups, and college classes to providers, presentations to targeted center directors, Early Childhood Iowa Boards, College and University Early Childhood Education (ECE) faculty, Child Care Resource & Referral (CCR & R) staff, and other relative partners
- Maintains familiarity with the TEACH program and all associated partners including community colleges' early childhood education course work requirements, with the CDA process, with the federal financial aid process, as well as issues of articulation and transfer of credits. Keep up-to-date information on PELL grants and other applicable funding and forgivable loans for the child care workforce in Iowa
- Assists with documenting and meeting the goals of the TEACH competency assessment, including active participation at system-level meetings with partners and system leaders. This may include,

but not be limited to, Early Childhood Iowa (ECI) component groups and college advisory committees. Represents the perspective of the recipient and sponsor at these meetings

- Provides input to the TEACH Program Manager and the Executive Director to assist in evaluating the project and making recommendations for improvements
- Promotes membership in and services offered by Iowa AEYC in presentations and to TEACH recipients

SPECIAL SKILLS:

- Proficient use of computer and MS Office Applications
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from recipients, centers, funders, college faculty, constituent groups, and the general public in a professional manner
- Professional demeanor and appearance
- Effective oral and written communication skills with internal and external clients
- Attention to detail with ability to perform various tasks efficiently and accurately
- Able to multi-task, prioritize, work under pressure, and meet deadlines
- Ability to maintain positive relationships with individuals at all levels
- Ability to respond promptly to Executive Director, Managers, Iowa AEYC Governing Board, Iowa AEYC staff, members, clients, vendors, and others in a professional manner

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of Bachelor degree in Early Childhood Education or related field
- Minimum of three (3) years of experience working in a regulated child care program with emphasis or education in mentoring/counseling required

PREFERENCE:

- Experience in adult education/training/counseling
- Interest in state system work and advocacy
- Experience with higher education

SPECIAL REQUIREMENTS:

- 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
- A clear background check, with no substantiation or criminal conviction of child abuse or neglect or fiduciary misconduct
- May require need for flexible schedules, including occasional evening and weekend work
- May work in shared space
- Must be able to travel overnight as business necessitates
- Travel is required; A valid state of Iowa driver's license is required
- Must continually strive to demonstrate Iowa AEYC's organizational values

STATUS: Exempt

REPORTS TO: TEACH Coordinator

COMPENSATION: \$52,000 annually, commensurate with experience, skills, and education

BENEFITS:

- Iowa AEYC will contribute up to 70% of the Medical Insurance premium

- Iowa AEYC will contribute towards the following insurance:
 - Short-term Disability Insurance
 - Accidental Death and Basic Life Insurance
- Individual Retirement Account (IRA) - Iowa AEYC will match up to 3%.
- Paid time off (PTO)
- Dental Insurance
- Flexible Spending Account (FSA) options are available for employees