

The Child Development Center is now accepting applications for a Child Development Center Support Specialist. The Child Development Center is a license-exempt facility which primarily provides care for children starting at six weeks through six years of age. The Center provides a program to meet the physical, emotional, social, and developmental needs of each child. This role would be assisting the director and assistant director in overseeing fifty-five college students who teach in the classrooms as well as making sure every child enrolled in the facility's needs are met.

Essential Job Duties:

- Assume duties in partnership with the Director and/or Assistant Director as needed and serve as lead staff member on site during administrator absences
- Work closely with leadership to support the overall quality of the center
- Lead, mentor, and support student teachers and meet the needs of each child in care
- Support the operational needs of the CDC including but not limited to food and nutrition services, preschool and toddler curriculum, health, safety and risk management
- Engages in oral and written communication with parents, coworkers, student teachers, and children.

Skills:

- Excellent communication skills, both written and verbal.
- Ability to build trust with children and parents.
- Ability to mentor college student workers.
- Create a positive work environment for all.
- Emotional intelligence and empathy.
- Proficient in MS Office tools, with the ability to learn new computer systems.
- Flexible work schedule and able to adapt to different roles as needed.
- Ability to multitask in a fast-paced environment.
- Maintain a high level of confidentiality.
- Self-starter with excellent problem solving and organizational skills.

Required Qualifications:

- A bachelor's degree is preferred. Candidates who do not possess a bachelor's degree may be considered if they demonstrate a combination of relevant education, training, and professional experience that provides the knowledge and skills necessary to successfully perform the essential functions of the position.
- Exceptional accuracy and attention to detail.

The candidate must demonstrate strong qualities that will represent the five-fold mission of the College through Academic, Vocational, Christian, Cultural, and Patriotic Missions. This position requires a background check. This is a part-time position and does not include benefits. Please submit an application, resume, and two letters of recommendation to Vicki

Wrosch in the Business Office, College of the Ozarks, PO Box 17, Point Lookout, Missouri
65726 or e-mail hr@cofo.edu