UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Child Development Center

DIVISION: Academic Affairs (HSS)

REPORTS TO: Faculty Director of the Child Development Center

GRADE: 14

SUPERVISES: Support staff

BASIC FUNCTION:

Coordinate and administer programs of the Child Development Center in a manner consistent with departmental objectives and developmentally appropriate standards and practices. Serve as an educational coordinator, supervising lead teachers, students and staff. Coordinate practica experiences at the Child Development Center for undergraduate and graduate students enrolled in a variety of departmental courses, and serve as instructor for undergraduate courses during both fall and spring semesters (one course each semester).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide conceptual and general administrative leadership for the Child Development Center programs in conjunction with the Faculty Director.

Coordinate and manage the implementation of the day-to-day program at the Child Development Centers in line with the threefold mission of teacher education, research, and service.

Ensure that the CDC programs are state-of-the-art and implement “best practice”.

Coordinate, supervise, and participate in the evaluation of the Child Development Center staff in conjunction with the Faculty Director.

Oversee all CDC fiscal matters, including management and reconciliation of the budget, in conjunction with the Faculty Director.

Coordinate and manage program supports and maintain appropriate records, including state licensing and national accreditation records.

Foster and maintain positive relationships with the families of children enrolled in the Child Development Centers.

Provide conceptual leadership, as well as coordinate the role the Child Development Centers play in instructional activities.
Participate in undergraduate instruction by teaching one three-credit course during both the fall and spring semesters.

Coordinate support for research projects.

Coordinate and foster the outreach functions of the Child Development Centers in coordination with the Faculty Director.

Coordinate and manage the child enrollment process to reflect academic and budgetary requirements; represent and explain the enrollment decision-making process to the external community; resolve and manage questions and complaints regarding the enrollment process.

Actively participate in departmental teacher-education program functions, including attending bi-weekly Early Childhood Team meetings; conduct interviews for Early Childhood Program admission for undergraduate and graduate students; critically review and revise course and program content to reflect national and state standards and mandates.

Coordinate and manage the ongoing evaluation of all aspects of the CDC program, including conducting annual evaluations completed by consumers and assembling materials for periodic external, national-level program accreditations and on-site visits; encompass all program components, including health and safety, curriculum, family involvement, staff-child interaction, program management, undergraduate student supervision, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Foster and maintain relations within the University and the larger community.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

RI Early Childhood Teaching Certificate; personal computers and printers; word processing software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in early childhood education, child development or a closely related field required. Must have and maintain early childhood education teacher certification valid within the State of Rhode Island. Must have three to five years of experience teaching pre-primary age children in a laboratory school or related setting, and meet all DCYF and Rhode Island Department of Education requirements and certification, including police criminal checks. Considerable experience in directing or coordinating early childhood programs preferred. Must have familiarity with the comprehensive functions of a university child development laboratory and experience teaching adult learners. Must demonstrate developmentally appropriate early childhood educational
practices according to the guidelines established by the National Association for the Education of Young Children. Experience working with and/or supervising university students in teacher preparation programs required. Must possess strong interpersonal skills, the ability to communicate effectively verbally and in writing and to organize, coordinate and supervise support staff.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.