

Class Code:.....0381-Rev
Position #: (PSA). (E)....
Developed by: .DH-W;JA;KMCC
Reviewed by: .Kenerson; SG
Approved by:.....RHL;LK
Date:4/91,7/96,7/00,10/04,
3/12;3/15

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Child Development Center
DIVISION: Academic Affairs (HSS - ASF-CCE)
REPORTS TO: HDF Department Chair
GRADE: 15
SUPERVISES: Professional and Support Staff

BASIC FUNCTION:

Serve as the administrator, education coordinator, and pedagogical leader of the Child Development Center (CDC). Direct, 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 leader, supervising lead teachers, students and staff. Coordinate practical 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.

Mentor, coordinate, supervise, evaluate and provide professional development for the Child Development Center staff.

Direct 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".

Oversee all CDC fiscal matters, including management and reconciliation of the budget.

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.

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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 when applicable.

Direct, coordinate and foster the outreach functions of the Child Development Centers. Develop and conduct workshops and training programs on high quality early childhood curriculum and practices across the state for the RI Pre-K Initiative, the RI Early Learning Standards Project and/or other appropriate initiatives. Serve as a mentor for early childhood professionals throughout the state by providing individual support to Pre-K teachers and administrators.

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.

Represent the Child Development Center and the University on state-level boards, commissions, committees, and/or work groups.

Actively participate in departmental teacher-education program functions, including attending bi-weekly Early Childhood Team meetings and relevant HDF 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; RI Early Learning Standards Certificates; personal computers and printers; word processing software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in early childhood education, child development or a closely related field; possession of and maintenance of an early childhood education teacher certification; possession of or evidence of being in the process of obtaining RI Early Learning Standards certificates within one year of appointment, including appropriate administrator and education coordinator certificates; three to five years of experience teaching pre-primary age children in a laboratory school or related setting; evidence of having met all DCYF and Rhode Island Department of Education requirements and certification, including police criminal checks; demonstrated familiarity with the comprehensive functions of a university child development laboratory; demonstrated experience teaching adult learners; demonstrated experience utilizing developmentally-appropriate early childhood educational practices, according to the guidelines established by the National Association for the Education of Young Children; demonstrated strong interpersonal skills; demonstrated ability to communicate effectively verbally and in writing; demonstrated ability to supervise support staff; demonstrated ability to work with diverse groups.

PREFERRED: Valid early childhood education teacher certification within the State of Rhode Island; demonstrated experience working with and/or supervising university students in teacher preparation programs; demonstrated considerable experience in directing or coordinating early childhood programs.

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