Job Description: Coordinator of the Early Childhood Education Program

The Coordinator of the Early Childhood Education Program shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Dean of Career & Technical Education or as designated by the President.

Qualifications:

1. Master’s degree in Early Childhood Education or Early Child Development with at least 18 graduate credits related specifically to children birth to eight years.
2. Three years’ experience in direct service (early childhood teacher and/or director)
3. Specialized knowledge in programs for infants and toddlers preferred
4. Knowledge of the Child Development Associate (CDA) credentialing program preferred
5. Ability to multi-task and work independently
6. Excellent communication skills (written and oral)
7. General office management skills
8. Proficient in proofreading and editing skills
9. Detail oriented
10. Proficient in MS Word, Excel and Power Point

Description:

The Coordinator is responsible for oversight of the Early Childhood Education Program, ensuring the quality and integrity of all aspects of the program. This is a full-time, twelve month, salaried position, exempt from overtime pay and covered by the Public School Retirement System of Missouri (PSRS).

The Coordinator of the Early Childhood Education (ECE) Program shall perform the following essential tasks/responsibilities:

1. Review, update, and implement the ECE curriculum to meet required standards.
2. Develop and direct program assessment, program review process, and accreditation.
3. Recommend for hire, supervise, and mentor ECE adjunct faculty at all locations and half-time assistant.
4. Advise ECE students and work with other student services personnel in advising ECE students.
5. Oversee screening, eligibility, and progress of ECE students to ensure successful completion of the program.
6. Identify and evaluate field experience sites, collaborating with field experience site directors on classroom selection.
7. Instruct an average of six (6) credit hours per regular semester including the ECE Capstone and Practicum.
8. Research and prepare grant proposals; when successful, implement and monitor the budget including the annual “Improving the Quality of Childcare and Education: (CDA) grant.
9. Maintain the integrity of the Early Childhood Education Program at all sites and in online courses including coordinating course offerings at all MACC sites and developing the course schedule.
10. Ensure articulation with both senior institutions and secondary Career and Technical programs.
11. Collaborate with Early Childhood Education/Child Development agencies including identifying
ECE professionals, alumni, and students to participate in the ECE Advisory Committee and organizing meetings.

12. Maintain collaboration with T.E.A.C.H. Early Childhood MISSOURI, the Missouri Association of Early Childhood Teacher Educators (MAECTE), and ACCESS-MO.

13. Develop and maintain public relations including marketing and recruitment of students.

Related tasks/responsibilities

1. Travel to other MACC sites, field experience sites and regional or state meetings as needed;
2. Maintain a flexible schedule to accommodate evening and Saturday classes;
3. Attend college-wide staff meetings and professional development;
4. Participate on college committees;
5. Perform other duties as assigned by the Dean of Career & Technical Education or person designated by the President.