

Early Childhood Education Curriculum Coordinator Child Development Center

Essential Duties (not all inclusive):

Content Development & Consultation

- Develops and maintains knowledge of best practices in ECE field of Early Childhood Education, Early Childhood Special Education, and Early Childhood Mental Health and disseminates such knowledge by providing ongoing quality assistance to staff.
- Develops and disseminates information and resources related to early childhood to support teachers, classrooms, and program quality improvement efforts.
- Promotes continuous quality improvement and quality assurance efforts for the Center.

Coaching and Mentoring

- Provides intensive coaching (individual or group) related to teaching practices as requested or assigned.
- Provides skill development and mentoring to staff progressing in their position by performing on-the-job technical assistance and mentoring of specific skills.

Evaluation and Assessment

- Supports classroom and program monitoring through site visits, classroom observations, review of electronic records and work groups. Helps assess classroom and program needs and assists with planning strategies for system/process improvement and/or development in the areas of early childhood education, disabilities, and mental health.
- Assesses the implementation of the agency's work plan to insure the program/content goals and objectives are met.
- Providing guidance and support to staff with implementation of curriculum/individualization plans and ongoing assessments.

Communication and Partnerships

- Communicates effectively to build trust
- Works cooperatively with other agencies to meet the needs of families and children served:

Training Development

- Assist director in development and implementation of training as assigned.

Committees/ Planning

- Develops, prepares, coordinates and maintains relevant meetings, training and professional development activities as assigned by Director.
- Plan for parent meetings/conferences

Qualifications:

Education: Bachelor's Degree in Early Childhood Education, Child & Family Studies or related field; Master's degree preferred

Experience: Five years' early childhood education classroom experience providing care and educational programming for children ranging in age from prenatal through kindergarten entry; three years leadership/management and supervisory experience preferred

**Review of Resumes to begin 6/17/24
and until filled
(Posted 6/3/24)**

North Central State College is a great place to work. We offer:

Competitive pay

Medical/Dental/Vision Insurance with low deductibles and low co-insurance

Contribution towards retirement: 14% for SERS participants; 10.15% for Alternative Retirement Plan participants

College paid life insurance

College paid long-term disability insurance

80 hours vacation to start and increases with service

120 hours of sick time/year

16 hours of personal time/year

12 holidays plus 2 additional College paid days/year

Free tuition at the College for employee, spouse, and dependents

Tuition reimbursement outside the College for employees

And more!

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

North Central State College

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906