

JOB TITLE: Program Coordinator, Early Childhood Education (ECE)
DEPARTMENT: Arts & Sciences, Social Sciences
LOCATION: Main Campus
REPORTS TO: Dean of Arts & Sciences and/or Vice President of Academic Affairs

FLSA: Exempt
LEVEL: Faculty
DATE EFFECTIVE: 07-01-19

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the Education program. The position has responsibilities for the day-to-day oversight of the program operations. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Coordinate the overall ECE program activities.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools.
- Communicate as needed with pertinent students, faculty, and staff on campus.
- Ability to communicate and work collaboratively with education faculty, local sending schools, field experience site directors, and cooperating teachers.
- Secure, maintain, and evaluate meaningful field experiences.
- Collaborate with field site directors on classroom and cooperating teacher selections.
- Mentor and advise the ECE students when primary advisor is not available.
- Oversee schedule building and student assignments to field experiences.
- Develop articulation agreements and course equivalencies with our sending and transfer schools.
- Oversee scheduling of course offerings not only to program students but coursework to support other programs and disciplines.
- Collaborate on Dual Credit offerings.
- Collaborate with potential employers to develop ongoing competency needs for graduates.
- Maintain student compliance records for field experiences (health and vaccine records, background checks, etc.).
- Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Assist in conducting periodic program review and maintain appropriate assessment records.
- Review assessment program activities annually.
- Oversee accreditation activities, attend conferences, and prepare documentation for the accreditation process (NAEYC).
- Instruct EDU 190 - CDA Capstone / EDU 219 - Professionalism in Early Childhood Education (As Program Demands).
- Mentor new faculty and provide feedback to the program evaluation process.
- Assist with hiring, orienting, mentoring, oversight, and evaluations of adjunct faculty.
- Assist with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students.
- Perform as a resource and mentor for all education faculty, field experience coordinators, and cooperating teachers.
- Research and prepare grant proposals.
- Oversee and participate in local events related to student recruitment and any other activities related to the ECE program and community outreach.
- Collaborate and participate with the T.E.A.C.H. Early childhood Missouri, the Missouri Association of Early Childhood Teacher Educators (MAECTE), and ACCESS-MO.
- Attend and participate in the meetings of DESE Early Childhood and Early Childhood Workforce meetings and conferences.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee. Review committee membership regularly.
- Participate in instructional institutional planning and budget processes; attend program meetings and departmental meetings as scheduled.

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature/Date

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