

ECE COORDINATOR JOB DESCRIPTION

Due Date: May 14, 2024

Title: ECE Coordinator

Discipline: ECE

No. of Coordinator Units: 3.0

Position Requirements (minimum qualifications for position):

Licensing and Accreditation Requirements:

None

Duties and Responsibilities:

- In-depth, current understanding of licensing and child development permit requirements
 - Advise students regarding coursework and educational planning to achieve ECE certificates, AS degree, Child Development Permit and Community Care Licensing teacher, teacher aide or Director qualifications
 - Monitor, respond and participate in statewide initiatives that impact on teacher training in ECE
- Curriculum guidance and development for the ECE discipline
 - Ongoing review of COM ECE course offerings to assure they respond to public policy shifts and support changing descriptions of teacher competencies
 - Maintain alignment of COM ECE courses with California Community College Early Childhood Educators (CCCECE) Curriculum Alignment Project
 - Lead development and assessment of Student Learning Outcomes for all ECE courses consistent with discipline SLO's and required teacher competencies
 - Lead process and assure timely completion of ECE program reviews
- Facilitate interface with COM Child Development Program Director and staff
 - Respond to requests for assistance from Child Development Program teachers
 - Provide staff development during workshops and staff meetings when requested
 - Communicate ECE program practices being taught in classes at COM and assist in facilitating the implementation of those practices in the Child Development Program
- Provide discipline specific expertise to COM administration
 - Represent ECE discipline in COM partnership initiatives
 - Respond to COM administrative request for discipline information
 - Assistance with articulation with 4-year programs
- Central point of contact between community and COM on issues related to early care and education
 - Conduct program advocacy in the child care community and the College of Marin
 - Partner with other local entities and funders to develop, implement, and support innovative programs to recruit and retain teachers for early education programs

- Respond to community requests for information and program development related to ECE program
- Receive inquiries from community members in need of ECE educated employees, maintain employment opportunities resource binder, communicate with COM Job Placement office
- Respond to individual inquiries regarding ECE program
- Provide leadership along with ECE/CDP Director for the Ethel Seiderman Institute for Excellence in Early Education
 - Convene and facilitate Seiderman Institute steering committee
 - Act as liaison between Seiderman Institute steering committee and COM administrative and operational divisions
 - Assist in development of funding proposals, reports, and evaluations for the Seiderman Institute
- Recruit members, convene and facilitate ECE Advisory Committee meetings each year
- Arrange practicum placement sites in the community
- Handle day to day ECE program activities
- Manage program budget
- Recommend schedule of classes for each semester and summer session
- Recommend part and full time faculty assignments for all classes
- Assist in orientation of ECE faculty (new and/ or adjunct) with Administrative Assistant and COM CDP Director