



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

- *LIMITED POSITION:** Project Coordinator for the RI Early Childhood Education and Training Program
- LOCATION:** Human Services Department
- REPORTS TO:** Human Services Department Chair
- GRADE:** CCRIPSA 12
- WORK SCHEDULE:** Non standard, 35 hours per week
- SUPERVISES:** Program staff and clerical support as assigned.

JOB SUMMARY: To provide overall coordination of the activities for the RI Early Childhood Education and Training Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the daily operation of the RI Early Childhood Education & Training Program as issued by the Department of Human Services, Office of Childcare.
- Collaborate with center-based and family home care providers to develop and implement high quality educational and environmental opportunities.
- Serve as liaison to the CCRI Department of Human Services, RI Department of Human Services, RI Child Care Directors Association and the Department of Education.
- Hire and orient program staff in consultation with Director.
- Active and continuous participation in professional development.
- Analyze student data to produce statistical reports.
- Responsible for recruitment of grant students and center-based and family home care providers.
- In collaboration with the Grant Administrative Coordinator: monitor the grant budget, order and maintain educational supplies and equipment, submit payroll, maintain updated center-based, family home care providers and student records.
- Demonstrate commitment to the community college mission and its diverse student populations.
- Strong communication, organizational and interpersonal skills and a collaborative approach to working with students, colleagues and the early childhood community.
- Advise, monitor and assist grant students to achieve academic and employment success.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Willingness to travel to multi-campus locations, center-based and family home care providers.

LICENSES, TOOLS AND EQUIPMENT:

- Must have access to and use of own transportation.
- Must be able to use a personal computer and related software.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's degree in Adult Education or related field required.
- Certification in Early Childhood Education – Pre K to Grade 2, required.
- Grant management experience required.
- CDA Professional Specialist training required.
- At least five years of Environmental Rating Scales (ERS) experience required.
- Completion of RIELDS Level III required.
- CLASS Certified/Reliable required.
- Ability to demonstrate a working knowledge of RI Workforce Knowledge Competencies preferred.
- Supervisory experience of professionals preferred.
- Experience using Banner required.
- Working knowledge of Microsoft Office Suite with proficiency in Word, Excel and Access required.
- Working knowledge of Boardmaker VI and InDesign preferred.
- Travel to multi-campus locations, center-based and family home care providers.

***This position is grant-funded and limited to 12/31 with the possibility of extension.**

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.