



Department of
ADMINISTRATIVE SERVICES
Job Postings



CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
Coordinator, Program for Early Childhood and Child Youth Development
Unclassified Position

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public
Location: New Britain, CT
Job Posting No:
Hours: 40 per week
Salary: \$63,043
Closing Date: June 25, 2017

Eligibility Requirement: Master's degree in early childhood education, after school or youth education; at least 5 years of experience in early childhood or after school age care; three years of college teaching experience, including online teaching; ability to work with a diverse group of students, faculty, and staff.

Knowledge, Skills and Abilities: The coordinator will be responsible for coordinating the Child Studies concentration, including the ECTC, and the Child Youth Development concentration and ensuring that the curriculum meets state and national standards, including the gathering and analyzing of the necessary data for the ECTC to remain accredited and to demonstrate the viability of the program.

Special Experience: The Coordinator will manage the related early childhood, parenting educators, and after school education credentials along with representing the college at state-wide meetings around early childhood. The Coordinator is required to teach one course per semester as part of her responsibilities.

Substitution Allowed: None

Summary: The coordinator will be working with the Academic Dean to ensure that all faculty have the required academic credentials to teach the courses, meet with the faculty to ensure that all program goals are met, and that the curriculum is current. The coordinator will be carrying an advising load and work with admissions and academic advisors to keep them abreast of changes in ECE as well as managing the related early childhood, parenting educators, and after school education credentials. In addition, the Coordinator will represent the college at state-wide meetings around early childhood.

Application Instructions:

Submit resume and cover letter at: <http://www.charteroak.edu/AboutUs/Employment>
No phone calls please.

Charter Oak State College
55 Paul Manafort Drive
New Britain, CT 06053
Fax: 860-606-9686
rmcgoldrick@charteroak.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.