



**Connecticut State Community College
Job Description
Coordinator of Early Childhood Education Program Leadership Initiative**

Salary Level:
CCP 16 (Subject to Willis)

Date Approved/Revised:
6/6/23

POSITION PURPOSE:

Oversees 3-year, \$2.4 million Office of Early Childhood (OEC) Project Leadership grant to support early childhood credit-based initiatives including program leadership, the OEC's "12 Defined Credit" work, CDA Credential and Adult Learning Theory coursework.

SUPERVISORY AND OTHER RELATIONSHIPS:

This position will not have supervisory responsibilities. They will work collaboratively the Office of Early Childhood, CT State Early Childhood Education faculty and staff, and other CSCU administrators.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Serve as a liaison between the OEC PLI project lead, OEC-licensed center, and group home program administrators, and CSCU institutions statewide.
- With support from CT State's marketing team, will implement recruitment and ongoing support for retainment of early childhood providers through marketing and working with providers, OEC Registry staff, OEC partners, CSCU staff, campus ECE staff and administrators, and bookstore staff. This includes supporting those currently employed providers engaged in any DOL-approved early childhood apprenticeship that uses credits to earn a CDA Credential.

Reporting Relationships

- Maintain excellent communication with the CT State Academic Dean of Social and Behavioral Science and any management and/or advisory groups established for the grant to ensure that all supervisors are properly and proactively informed of grant progress and any potential obstacles and the plan to address same
- Establish process for regular written updates to the CT State Academic Dean of Social and Behavioral Science and key stakeholders

Grant Oversight

- Responsible for day-to-day oversight and management of the OEC grant to ensure compliance with deliverables and timelines set forth in the grant
- Develop positive working relationships with grant college leads; provide technical assistance, as needed, to ensure grant compliance
- Coordinate and implement professional development through the establishment of a Professional Learning Community and facilitate activities with lab school partners in public and private higher education
- Establish and oversee grant-related processes, procedures and implementation plans with all grant stakeholders to ensure coordination of effort and successful implementation
- Monitor Statement of Work (SOW) to ensure program activities are conducted as described in the SOW
- Maintain and monitor the overall grant budget, including college, individual subrecipient and/or contractor budgets, to ensure timely and efficient expenditure of grant funds
- Responsible for creation and maintenance of fiscal and program data files for the project

- Coordinate hiring process and supervise grant staff, as needed
- Coordinate and manage day-to-day tasks to meet contracted deliverables for the successful implementation and completion of the project
- Monitor expenditures, contracted project goals and reporting of partners and ensure compliance with scope of grant
- Ensure that the grant deliverables and metrics are being met and, if necessary, work with grant partners to develop action plans to meet grant deliverables
- Develop and maintain sound collegial relationships with colleges and universities and other partners to fulfill grant requirements
- Suggest changes to the project as necessary to improve project performance
- Establish a schedule for and conduct meetings of project partners to facilitate coordination and to ensure satisfactory grant progress
- Establish systems, in collaboration with CSCU System Office, to ensure financial compliance and budget monitoring
- Work with CSCU System Office to contract for needed services, as stated in the grant Statement of Work
- Monitor any grant consultant contracts
- Review quarterly programmatic and fiscal reports; work with CSCU Finance Department to ensure timely reimbursement of expenses

Compliance

- Serve as point of contact/liaison with the Office of Early Childhood
- Prepare and file all necessary reports and updates required by OEC, and if necessary, any budget or Statement of Work modifications
- Participate in audits, if needed
- Work with partners to recruit, facilitate training and technical assistance

Program Promotion and Outreach

- Coordinate development and dissemination of grant related materials, project information, products, and services
- Work with CSCU staff and others to raise visibility of the grant and grant-related programs and activities

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Budgeting and fiscal experience with progressively more responsible project management experience
- Demonstrated experience in higher education management, preferably to include community colleges and/or significant experience in managing large-scale projects involving partnerships with higher education institutions
- Demonstrated experience in grants management with state or federal agencies and involving multiple, diverse partners
- Demonstrated experience in effective management of multiple, competing priorities
- Ability to meet deadlines
- Strong customer service skills
- Knowledge of state, federal and local funding guidelines preferred
- Experience with early childhood education programming preferred

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field together with one to four years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.