



JOB TITLE: Coordinator of Child Development (ECE)
Program – Full-Time
DEPARTMENT: School of Education (SOE)
SUPERVISOR: Dean, School of Education

MAJOR PURPOSE:

The Coordinator of Child Development is a key member of the SOE leadership team. This position is responsible for leading, implementing and evaluating the Child Development program. This is a full-time tenure-track faculty position which is comprised of Undergraduate studies leadership/administration and faculty assignment aligned with expertise. This degree maps the requirements for Early Childhood Education Certification up to the Director level for the state of California. This position oversees the development, implementation, and educational effectiveness of this degree.

ESSENTIAL FUNCTIONS:

- Authentically support the mission, vision, and values of the university and School
- Model the highest standards of professional, responsible, accountable and ethical conduct
- Work collaboratively with and be an accessible resource for faculty, prospective students, candidates, and other constituency groups (e.g.: recruiting and marketing)
- Lead the planning, development and implementation of the program's scope and sequence of coursework
- Review and evaluate the program's course alignment with WJU, Program and Student Learning Outcomes
- Find and partner with preschools that can serve as field experience for these students
- Complete an annual program review of educational effectiveness and develop annual program goals
- Recommend the hiring of program faculty
- Develop and recommend master schedule(s) and faculty assignments
- Collaborative influencer and presenter at the "The Education Conference"
- Provide academic mentorship and advisement to candidates
- Lead and/or participate in weekly SOE related meetings at WJU in Rocklin, CA

OTHER FUNCTIONS:

- Participate in University culture, including committees, as required
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QUALIFICATIONS

- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the statement of faith for William Jessup University
- Subscribe to the community covenant for William Jessup University
- A doctorate degree in Education or related field
- At least five years of exceptional leadership and/or teaching experience in a preschool environment

- University level instruction, program development and leadership experience

SKILLS / ABILITIES

- Ability to supervise and lead other faculty
- Design and implement current curriculum and ensure educational effectiveness
- A strong record of teamwork, collaboration, communication, and interpersonal skills
- A high degree of experience and understanding of educational leadership, theory, and practice
- A high degree of familiarity with national and international educational trends
- Ability and willingness to work effectively with international students
- The ability to provide online leadership and/or instruction
- Ability to implement educational technology in a variety of settings
- Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of college students, including those with physical or learning disabilities as it relates to differences in learning styles

WORKLOAD

- Full-time tenured track faculty position
- 24 academic units per year

MENTAL DEMANDS

- Ability to integrate Christian thought and values in all aspects
- Ability to engage in critical thinking and exercise independent judgment
- Ability to maintain confidentiality and manage confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

PHYSICAL DEMANDS

- Ability to stand, walk, and sit for extended periods of time
- Visual acuity to read words and numbers
- Sufficient hand, arm, and finger dexterity to operate a computer keyboard and other office equipment
- Speaking and hearing ability sufficient to communicate in person or over the telephone

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters. Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date