Position Announcement:

Early Childhood Professional Development Coordinator

The Center for Early Childhood Education and Intervention (CECEI) seeks an energetic, detail-oriented, highly organized and innovative individual to support the overall professional development component for the Children Study Their World (CSW) curriculum for 4-year-olds. This is a one-year position, commencing in June 2018, with renewal dependent upon performance (and funding). Applicants must be available to work onsite full-time, Monday through Friday. This position will involve periodic in-state travel.

Background on the Center for Early Childhood Education and Intervention

CECEI, based in the College of Education at the University of Maryland, is a joint initiative between the Department of Counseling, Higher Education and Special Education and the Department of Human Development and Quantitative Methodology. The mission of CECEI is to conduct high-quality research on early childhood education and early intervention programs in order to inform State and Federal policy, to translate research into scalable education programs and best practices, to build capacity in schools and communities, and to promote family engagement in their children’s education.

Professional Development Curriculum (PDC) Coordinator Responsibilities and Qualifications

Specific responsibilities include:

- Assist in the design and delivery of all CSW PDC Training of Trainers sessions,
- Contribute to the development of sustainable curriculum resources (e.g., webinars, videos, blog posts, etc.),
- Assume overall responsibility for the writing of the CSW Trainer’s Guide,
- Serve as the point person for CSW Technical Assistance,
- Collaborate with a team from Apple, Inc. to establish the online CSW Professional Learning Community (PLC),
- Moderate the online PLC and serve as the point person for CSW technical assistance

Collaborate with the CSW Project Manager to ensure integrity between the CSW design/content and CSW technical assistance.
- Collaborate with the PDC Project Director, PDC Project Manager, PDC Technology and Communications Manager and the CSW Project Manager on the development of PDC materials and resources.
- Regularly share stakeholder feedback with the CSW project manager in an effort to ensure all necessary curriculum modifications are made in a timely and thoughtful manner.

**Minimum Qualifications:**

- Master’s Degree in Early Childhood Education or a related field.
- Expertise in developmentally appropriate, early childhood education.
- Experience developing and delivering Early Childhood professional development programs.
- Experience as a preschool teacher.
- Evidence of excellent oral and written communication skills.
- Evidence of exemplary interpersonal skills.
- Evidence of strong organizational and analytical skills.
- Evidence of technology skills (Google Apps for Education and Microsoft Office).

**Preferred Qualifications:**

- Doctoral/terminal degree in Early Childhood Education or a related field.
- Experience with early childhood project-based inquiry.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

**Applicants should submit the following materials electronically:** Cover letter summarizing qualifications; a current CV/resume; names, addresses, phone numbers, and email addresses of three individuals who may serve as references; and two writing samples (one formal, such as a training guide or other organizational document [report, plan, proposal, etc.], and one informal,
such as an email to a colleague or a supervisor). Incomplete application packets will not be reviewed.

For best consideration, please submit all materials by 9:00 AM on June 18th, 2018. All inquiries and applications should include the subject line “PDC Coordinator” and be sent to David Patton at CECEI@umd.edu.