



Position Description

POSITION TITLE: Content and Curriculum Coordinator, Family Child Care Professional Development Project

DEPARTMENT NAME: Distance Learning and Continuing Education

GRADE LEVEL *(HR USE ONLY)*

FLSA STATUS *(HR USE ONLY)*

DATE CREATED: 4/7/15

NEXT REVIEW DATE:

I. POSITION SUMMARY:

Erikson Institute, the nation's leading graduate school in child development located in downtown Chicago, is seeking to hire a half-time, Content and Curriculum Coordinator for a new grant funded professional development initiative for Illinois family child care (FCC) providers. Professional development (PD) programs that specifically support FCC professionals are critical to the implementation of the quality improvement system in Illinois. Working with the Project Director the Content and Curriculum Coordinator will serve as a FCC content expert, develop new content and materials for the web site and online PD modules, aggregate and curate FCC resources, materials and create links to Illinois and National websites and online resources and align content to ExceleRate Illinois and the Illinois Family Child Care Credential.

The FCC PD project team will design, develop and deliver a web-based, technology-mediated approach to PD with content and features designed specifically for FCC providers. When built, the FCC portal and related online resources, training materials and modules will support FCC providers with their professional learning, connect them with other providers and enhance their knowledge and skills needed for success in meeting the standards of ExceleRate Illinois and the Illinois Family Child Care Credential.

The web-based approach to synchronous and asynchronous PD builds on the effective, engaging and empowering approach to relationship- and community-based online learning developed by the distance learning team at Erikson Institute, and our understanding of how to support adult learners who have limited technology experience or confidence.

As a member of the Distance Learning and Continuing Education Team, this position reports to the Dean of Distance Learning and Continuing Education and the FCC Project Director and works closely with the Assistant Director of Distance Learning and Continuing Education, the Assistant Director of Continuing Education, the Associate Director of Distance Learning, and collaborates with the Manager of Video and Multimedia, the Instructional Designers, external web and graphics designers, along with Erikson faculty, instructors and content experts to design, develop and deliver highly effective, interactive and engaging web-based professional development experiences, modules and resources specifically for family child care professionals.

This is a grant-funded position with the possibility of an extension depending on funding support and job performance.

II. PRINCIPAL DUTIES:

- A. Provide content knowledge in child development and early childhood education along with practical experience in family child care to inform the design process.
- B. Work closely with the Project Director to manage the connections between the project team, FCC content providers and the technical team.
- C. Work closely with the Assistant Director of Distance Learning and Continuing Education on project management, timelines, deadline and deliverables.
- D. Ensure that the content development and conversion meets the project deliverables schedule on a monthly basis.
- E. Coordinate content development for the website and professional development modules and identify and curate resources from external sources.
- F. Collaborate with state agencies and organizations including OECD, DHS, INCCRRA, Gateways, ExceleRate, Illinois Resource Center and Illinois Higher Education Resources online.
- G. Represent the project to the public, to family child care professionals and to professional entities within Chicago, Illinois and the nation.
- H. Perform other duties as assigned.

III. HARDWARE COMPETENCIES:

	Basic	Proficient	Advanced	Expert	Not Applicable
Personal Computer		X			
Copy Machine		X			
Fax Machine		X			

IV. SOFTWARE COMPETENCIES:

	Basic	Proficient	Advanced	Expert	Not Applicable
Microsoft Word		X			
Microsoft Excel		X			
Microsoft Outlook		X			

Microsoft PowerPoint		X			
Microsoft Access					X
OTHER: _____					X

V: PREFERRED HUMAN RELATIONS SKILLS

VI. FINANCIAL ACCOUNTABILITIES

None

VII. PREFERRED QUALIFICATIONS

- Advanced degree in child development, social work, or an allied field with training and/or experience related to family child care, early childhood education, child development, adult learning. Experience in providing family child care is desirable.
- Experience with developing content as a subject matter expert.
- Experience with designing and delivering professional development programs.
- Experience with web-based and technology-mediated approaches and solutions for teacher education, adult learning and continuing education is desirable.
- Enthusiasm for researching and experimenting with emerging technologies and methods.
- Excellent organizational skills and capacity to manage details.
- Strong verbal and written communication skills.
- Ability to work successfully with a team or alone.
- Ability to manage projects from start to finish.

ABOUT ERIKSON

Founded in 1966, Erikson Institute is one of the nation's leading graduate schools in child development and early childhood education. It is a small, independent, NCA-accredited graduate school offering master's degrees, a Ph.D., graduate certificates, and professional development courses in child development and early childhood education. Erikson provides a variety of employee benefits, including excellent health and dental plans, life/disability insurance, transit stipend, matching retirement contributions, and more. To learn more, visit our Web site at www.erikson.edu.

It is the policy of Erikson Institute not to discriminate against any individual on the basis of race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other classes protected by federal, state, or local laws, in matters of admissions, employment, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and institutional commitment. It is also the policy of Erikson not to retaliate against any person for making a complaint in good faith about alleged discrimination or for supporting any other Erikson student, employee, or representative in making such a complaint. Any alleged violations of this policy should be directed to the Vice President for Finance and Operations. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With

Disabilities Act and applicable state and local laws (including during the application or hiring process).

TO APPLY:

Please email, fax or mail a cover letter and resume to:

David Wilson

Chief Human Resources Officer

Erikson Institute

451 N LaSalle St

Chicago IL 60654

FAX: 312-755-0928

EMAIL: jobs@erikson.edu