Connecticut Association for the Education of Young Children (CTAEYC)

Job Description

Position: Early Childhood Teacher Credential (ECTC) Individual Review Route Coordinator

Purpose: To effectively facilitate the ECTC individual review process by managing portfolio reviews and the intake process for individuals seeking the ECTC through the individual review route (IRR).

Hours per week: Part Time, approximately 20-25 hour per week, through an anticipated contract from the Office of Early Childhood (OEC).

Salary: $26/hour commensurate with experience including PTO and paid holidays.

Specific Responsibilities:

* Manage portfolio reviews and intake process for individuals seeking the ECTC through the individual review route (IRR).
* Provide technical assistance to candidates toward progress.
* Develop a stakeholder feedback loop to inform the ECTC IRR.

Specific Qualifications:

* Knowledge of Connecticut’s education requirements for teachers in state funded early childhood programs.
* Familiarity with Connecticut’s Early Childhood Teacher Credential and Individual Review Route process.
* Ability to work well with others maintaining a positive, professional disposition.
* Ability to clearly articulate both verbally and in writing.
* Ability to operate Word, Excel, and Power Point.
* Experience as an early childhood facilitator/trainer/coach.
* Experience and knowledge of the Higher Education system in Connecticut; including ability to review coursework, transcripts, and making professional judgements regarding quality professional development experiences.
* Willing to travel to early childhood locations to work with staff as needed.
* Ability to collect and analyze data, and prepare written and oral reports/presentations.
* Minimum of Bachelor's degree in early childhood or closely related field, Master’s degree preferred.

Reports to: CTAEYC Executive Director/Projects Director

CTAEYC is an equal opportunity employer