Georgia State University

Job Specification

Job Title: Curriculum Coordinator, Child Development Center (CDC)

BCAT Code: 09PX27  Effective Date: April 1, 2007
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides curriculum development and programming support while serving as the lead person for the College of Education Child Development Program in the Child Development Center (CDC). Provides consistency and leadership in the program.

Examples of Duties
- Applies for and maintains the education program accreditation.
- Tracks and plans training and development curriculum programs for employees.
- Schedules observations and coordinates program activities with other departments.
- Serves as subject-matter-expert and lead on curriculum development and programming activities.
- Prepares reports on assigned observations and performances of developmental program.
- Readjusts and updates the program as needed.
- Keeps up-to-date on research on curriculum developments.
- Ensures the program compliance with federal, state, and local rules.
- Ensures that the staff follows age requirements and completes developmental lesson plans.
- Performs other curriculum related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of curriculum training and development, Child Development Programs, and accreditation requirements.
- Knowledge of applicable rules and regulations for curriculum development.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train staff, and lift children up to 40 pounds.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.