



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

LIMITED POSITION:	Project Director – Human Services
LOCATION:	Human Services Department
REPORTS TO:	Human Services Department Chair
GRADE:	CCRIPSA 14
WORK SCHEDULE:	Non standard, 35 hours per week
SUPERVISES:	Program staff and clerical support as assigned.

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

Perform duties necessary to plan and coordinate classes, programs and activities related to a variety of programs for DHS, such as, but not limited to, RI Early Childhood Education and Training Program and Child Development Associate (CDA) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the daily operation of the RI Early Childhood Education & Training Program as issued by the Department of Human Services, Office of Childcare.
- Develop, oversee and monitor all aspects for the Child Development Associate (CDA) program.
- Collaborate with RI T.E.A.C.H. program coordinator to ensure all T.E.A.C.H. applicants and program requirements is completed prior to admission and provide assistance with communicating scholarship expectations, requirements and benefits.
- Secure classroom space, instruction, course materials, workbooks, and reusable textbooks for RIECETP grant and CDA program courses.
- Collaborate with center-based and family childcare providers to develop and implement high quality educational and environmental opportunities.
- Serve as liaison to the CCRI Department of Human Services, RI Department of Human Services, RI Child Care Directors Association and the Department of Education.
- Hire, supervise and evaluate mentors, instructors, academic mentor and support staff for both the CDA staff and RIECETP grant program.
- Collaborate with SEIU 1199 Union to recruit family childcare providers to participate in the Spanish CDA program and collaborate with center base programs to recruit students to participate in the CDA program.
- Active and continuous participation in professional development.
- Analyze student data to produce statistical reports. Provide DHS with updated information regarding students CDA status.
- Responsible for recruitment of grant students and center-based and family childcare providers.
- In collaboration with the Grant Administrative Coordinator: monitor the grant(s) budget, order and maintain educational supplies and equipment, submit payroll, maintain updated center-based, family home care providers and student records.
- Demonstrate commitment to the community college mission and its diverse student populations.
- Strong communication, organizational and interpersonal skills and a collaborative approach to working with students, colleagues and the early childhood community.
- Advise, monitor and assist grant students to achieve academic and employment success.
- Willingness to travel to multi-campus locations, center-based and family childcare providers.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other duties as required.

QUALIFICATIONS:

- Master's degree in Adult Education or related field required.
- Certification in Early Childhood Education – Pre K to Grade 2, required.
- Grant management experience required.
- CDA Professional Specialist training required.
- At least five years of Environmental Rating Scales (ERS) experience required.

- Completion of RIELDS Level III required.
- CLASS Certified/Reliable required.
- Ability to demonstrate a working knowledge of RI Workforce Knowledge Competencies preferred.
- Supervisory experience of professionals preferred.
- Experience using Banner required.
- Working knowledge of Microsoft Office Suite with proficiency in Word, Excel and Access required.
- Working knowledge of Boardmaker VI and InDesign preferred.
- Travel to multi-campus locations, center-based and family child care providers.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

***This position is grant-funded and limited to 12/31 with the possibility of extension.**

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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