



| [APPLICANT LOGIN](#) | [ALL POSITIONS](#) | [LEARN MORE](#) | [SEARCH JOBS](#)

Job Details

Description:

Project Director, Illinois Early Learning Project
Department of Special Education
College of Education
University of Illinois at Urbana Champaign

The Department of Special Education at the University of Illinois at Urbana-Champaign seeks Project Director for the Illinois Early Learning Project (IEL). The successful candidate will coordinate all work associated with the project and its website; prepare quarterly reports to funders; provide presentations on the project to participants at various state conferences/meetings; and collaborate with other specialists in the State and within the Department of Special Education on issues related to the field of early childhood education.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.

Duties and Responsibilities:

- Material and Resource Development
 - Prepares monthly electronic newsletter for the project
 - Assists in the development of resources and materials for the website
 - Plans, prepares, and presents training materials; participates in presentations, demonstrations, and training sessions related to the project at conferences and other venues; co-authors articles for practitioners on relevant topics that highlight IEL resources
 - Exhibits and distributes project resources and materials at state and regional conferences
 - Regularly posts information on social media (Facebook and Twitter) accounts for the project
- Grant Operation and Management of IEL Staff
 - Prepares contract proposal narrative (e.g., objectives, list of deliverables, budget justification) for each contract year
 - Assures that timelines for completion of tasks related to objectives for the project are met
 - Prepares Quarterly Reports for funders and stakeholders, and participates in quarterly meetings/calls with funders
 - Conducts IEL project staff meetings
 - Hires and supervises student employees (Grad Hourly; Work/Study student employee)
 - Approves timesheets for Civil Service employees
 - Prepares the annual budget and any other financial matters (e.g., budget amendments) as needed in collaboration with College of Education Business Office Personnel
- Collaborative Activities
 - Participates in activities related to state early childhood committees (e.g., IL Early Learning Council Integration and Alignment committee; Inclusion sub-committee etc.)
 - Collaborates with other state specialists in planning training events, and state-wide conferences (e.g., ILAEYC Conference; Sharing a Vision Conference)
 - Participates in the Early Childhood Collective (ECC) leadership meetings that include all state funded early childhood projects; Prepares and presents project updates for ECC staff meetings
 - Engages in ECC activities such as creating bundles of resources, co-presenting, organizing brown bags to share information on project resources, engaging in community activities to highlight ECC resources etc.

Position Qualifications:

Required:

- Master's degree in early childhood education or related field such as early childhood special education, child development, or human development and family studies.
- Prior experience managing state or federally funded grants and providing leadership to a professional staff.

Preferred:

- PhD or EdD

Successful candidates will have:

- Strong knowledge of early childhood development, family-centered practices, and recommended practices in the field of early care and education.
- Excellent interpersonal skills, oral and written communication skills, organizational skills and an ability to update information using new technologies (i.e., social media, websites).
- Ability to collaborate with other project staff on shared issues in early childhood education and special education as well as with technical staff (webmaster, editor, data programmer, accountant)

Salary and Appointment Information:

This is a Civil Service Program Coordinator position appointed on a 12-month service basis. This is a full-time, benefits-eligible position. The expected start date is as soon as possible after the close of the search. Salary is commensurate with experience.

To Apply:

Applications must be received by **September 9, 2019**. Apply for this position using the "Apply for Position" button below. If you have not applied before, you must create your candidate profile at <http://jobs.illinois.edu>. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.

Step 2) Submit the Voluntary Self-Identification of Disability forms.

Step 3) Upload your cover letter, resume (months and years of employment must be included), academic credentials (unofficial transcripts or photo of diploma may be acceptable), and names/contact information for three references.

In order to be considered as a transfer candidate, you must apply for this position using the "Apply for Position" button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Susan Connor at suec@illinois.edu. For questions about the application process, please contact 217-333-2137.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.

Category: Administrative

College Name or
Administrative Unit: College of Education

Title: Project Director - College of Education, Special Education (117955)

Open Date: 08/19/2019

Close Date: 09/03/2019

[Apply for position](#)

[Back to Job Board](#)