JOB SUMMARY

Coordinates the children's developmental screening and compiling of results. Manages the Program's library and resources. Provides a high quality educational environment for a classroom of children as well as parents/families. Oversees the Early Care and Education Program's daily operation with respect to programming and adaptability to trends and best practice in early education as it relates to the Program's Mission and Vision. Participates in the Division of Student Affairs and University activities and events.