



**Job Specification**

**Job Title: Curriculum Coordinator, CDC**  
**BCAT Code: 474X AG**  
**Pay Grade: G17**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Provides curriculum development and programming, while serving as the lead person, for the College of Education Child Development Program. Provides consistency and leadership in the program.

**Examples of Duties**

- Applies for and maintains 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 performance of developmental program.
- Readjusts and updates program as needed.
- Maintains current knowledge of literature and research on curriculum development.
- Ensures compliance with federal, state, and local rules of program.
- Ensures staff follow age requirement and completes developmental lesson plans.
- Perform 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.
- Ability to multi-task, train staff, and lift children up to 40 pounds.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and five years of related experience; or a combination of education and 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.*