

Visiting Project Coordinator

Department of Curriculum and Instruction - College of Education
University of Illinois at Urbana-Champaign

The Department of Curriculum and Instruction in the College of Education is seeking a Visiting Project Coordinator. This is a .80 FTE (4 days per week), 11-month visiting position with the possibility of renewal. This position will report to the Project Director.

Responsibilities:

- Provide input so that mathematical testing and the form of computer-based games can be refined and extended;
- Assist in devising new testing and training programs;
- Assist in checking the project programmer's progress in revising and developing testing and training programs;
- Provide advice about testing and training procedures in the schools;
- Refine the staff training manuals;
- Assist the Project Director (PD) in conducting staff training;
- Check revised or new testing and training programs before they are installed in the school-based computers;
- Oversee the coordination of the project with school administrators and teachers, including the dissemination and collection of parent permission forms, the collection of participant data (e.g., age, gender, at-risk factors), the collection of school and teacher schedules and calendars;
- Collect and update staff (class) schedules and prepare the weekly staff schedule (i.e., schedule staff in the schools or project offices as needed);
- Collate, organize, and secure the testing and training data in the project offices;
- Assist in the data analysis;
- Oversee the preparation and dissemination of feedback to teachers and parents;
- Assist the PD in the preparation of manuscripts to disseminate project results (e.g., papers for national conferences, articles in scholarly and practitioner-oriented journals, book chapters);
- Assist the PD in the preparation of IRB renewal applications, internal status reports, and Department of Education annual reports.

Minimum Qualifications: At least a masters degree in psychology, education, or the equivalent; at least one course on current elementary mathematics instructional methods, mathematical teaching and learning, or the equivalent; at least 4 years of teaching experience with children; an ability to relate well to elementary-level children, their teachers and school administrators, and project staff; adult supervision experience; familiarity with the goals of the research, particularly the sophisticated assessment and training goals; and highly developed organizational skills and responsible work ethic.

Salary: Commensurate with experience.

Application Procedures: In order to ensure full consideration, applications must be submitted by October 16, 2009. To apply, please complete a candidate profile at <http://jobs.illinois.edu> and submit a letter of application, resume, and names and contact information of at least 3 references. Applications may be reviewed before the closing date; however, no hiring decisions will be made until after that date.

Starting Date: October 23, 2009

For additional information about the position, please contact: Chair, Search Committee, Dr. Arthur J. Baroody
Phone: 217- 333-4791 or baroody@illinois.edu.

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