



Community Education Job Description

Coordinator I-Early Childhood

Descriptors

Position Title: Coordinator I

Department: Program / Building

Reports To: Program / Building Administrator

Exempt Status: Non-Exempt

Supervisory: No

Revision Date: May 2019

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Oversees Early Childhood Education programs and assists with providing culturally inclusive and welcoming environment.

Essential Duties and Responsibilities

10% Program Delivery

- Communicate with parents, children and staff
- Provide behavior guidance in a safe age appropriate environment
- Assist in organizing and implementing community and family events
- Schedule and hold conferences
- Assist the district on community programs

- Answer phone calls and respond to questions

10% Program Support

- Perform data entry and word processing
- Prepare electronic correspondences
- Assist in scheduling program events
- Set up and take down materials
- Serve snacks and meals

10% Day to Day Operations

- Oversee daily program operations
- Maintain recording keeping system
- Assist in planning staff meetings
- Assist in reviewing and updating policies
- Assist in evaluating and updating program forms
- Assist in coordinating communications with other district programs
- Assist in managing program facilities, supplies and equipment
- Assist in resolving conflicts between staff and family members
- Maintain and assist in monitoring compliance with federal, state and district guidelines
- Assist in coordinating purchasing and ordering supplies for the program
- Assist in conducting inventory
- Develop relationships with schools and district
- Assist in recruiting program participants
- Develop classroom newsletter
- Consult with parents, mentors, social workers, teachers and other resources as needed

- Assist in surveying parents and community

5% Staff Management

- Supervise assigned personnel
- Assist in securing coverage for absent staff
- Assist in training personnel
- Assign and review work of personnel
- Assist in determining work schedules

60% Program Development and Instruction with Children

- Assist in developing skills
- Plan group activities
- Instruct programs
- Conduct assessments for program
- Provide work direction to other staff
- Interact with and engage children in learning experiences in all development areas
- Develop and implement program curriculum
- Assist in developing program goals and objectives
- Assist in monitoring and evaluating program
- Assist in implementing program policies and procedures
- Assist in determining program needs

5% Professional Development

- Attend meetings, in-services and workshops as required

Perform other duties as assigned or requested

Work Requirements and Characteristics

Education/Certification Requirement:

- High School Diploma or equivalent
- 4 year degree preferred
- First Aid and CPR certified or ability to become certified within 60 days of hire

Experience:

- 1-2 years of supervising children preferred
- 1-2 years of supervising staff preferred

Essential skills required to perform the work:

- Basic internet knowledge
- Intermediate reading and writing skills
- Ability to communicate effectively
- Ability to follow written and verbal instructions
- Ability to work in a team environment
- Ability to related to students
- Math skills including addition, subtraction, multiplication and division
- Intermediate word processing and spreadsheet skills
- Ability to provide work direction, training and supervision to other staff

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Uses intermediate level general software and district/department software.

Physical and Mental Requirements

Physical Job Requirements:

- Position involves periods of standing and walking around
- Position involves bending and stooping
- Position involves listening, speaking clearly and visual acuity
- Position involves regulatory lifting up to 10 pounds and frequent lifting up to 35 pounds

Mental Job Requirements:

- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires exercising confidentiality in handling School District information
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person

Hazardous Working Conditions:

- Exposure to body fluids and airborne pathogens
- Exposure to changing temperature and weather
- Exposure to noise from students
- Exposure to students with special needs
- Potential exposure to emotional outbursts

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.