

Creative Playschool, Inc Job Description Program Coordinator

The Program Coordinator (PC) promotes the successful operation of the preschool by facilitating the work of board members and teachers as well as holding responsibility for many day to day operations, including but not limited to enrollment, public outreach, communication, scheduling and bookkeeping. The PC reports to the Executive Board President.

Essential Duties and Responsibilities

- Aid President in the orientation of new Board members on roles and responsibilities
- Serves as the lead contact for families in the preschool, including answering questions and other preschool communications.
- Along with Enrollment Officer, be a point of contact for families enquiring about the preschool, including answering questions, welcoming, touring and other preschool communications
- Acts as a liaison between the preschool and EL Schools, communicating relevant information to LBH, Central Office, or the Superintendent as needed and/or deemed appropriate by the President.
- Supports Treasurer by reviewing financial records. Helps monitor budget spending, does light bookkeeping, and assists treasurer in generating reports.
- Orders supplies needed for the preschool.
- Assists Executive Board members with their responsibilities as needed within the limits of contract hours.
- Attends Orientation Meeting and all General Meetings. May be asked by President to participate in some Executive Board Meetings.
- Maintains and updates organization documents including by-laws, memorandum of understanding, board roles and responsibilities, etc.
- Along with Publicity officer, keeps abreast of local events to help promote Creative in the community. PC also suggests strategies to help promote a positive image of the school. PC is his/herself a positive image of the school.
- Helps smooth any temporary vacancies on the board.
- Works with the board to develop, implement and enforce school policies.
- Helps maintain open, consistent, and appropriate written and verbal communications with all families.
- Assumes other responsibilities assigned by the Executive Board, through the President or his/her designated appointee when absent.
- Coordinates the preschool schedule and fieldtrip schedule.
- Aids in the flow of paper work.
- Requests for help from the PC, from Creative Playschool families must be filtered through the President. **Must not take over work of board positions unless approved.**
- The position is not a supervisory position; however, PC leads the teacher and teacher aide self-evaluation process, and communicates results to President. *(PC, teachers and president then decide appropriate follow up.)*
- Maintains outgoing messages on telephone answering machine. Checks website information to make sure it is current. PC is not responsible for making changes to the website.
- Calendar/Time Requirement Hours to be worked must be reviewed annually.
- The position is essentially a full year position, with the same vacation time as the preschool. In the summer, hours will be reduced. The PC will work a total of 330 hours between July 1st to June 30th to be divided at his/her discretion and in consultation with the President, and with the provision that the time allotment will enable Creative to operate its day-to-day business.