

Job Description

Position Title	Early Childhood Coordinator		
Building	Early Childhood Learning Center	Department	Early Childhood Education
Hours	Hourly 10-12 Month position	Supervisor	Community Education Director
Band and Grade	B-23	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, copy machine

Primary Function	Under general direction, oversees the Early Childhood Education program. Assists with duties including recruiting, hiring personnel, promoting the program, handling public relations, scheduling classes, and coordinating events. Works and assists similar duties with Early Childhood Special Education Department.
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Essential Duties	
1	Coordinates and implements day to day operations with Early Childhood programming, including determining class scheduling; coordinating special events; preparing local and state reports; recruiting, evaluates the program and implements improvements. Coordinates transportation for preschool.
2	Works with Director to recruit members of program’s advisory committee, as required in statute, consisting of mostly parents to provide program input, be the program’s “eyes and ears” in the community, and to enhance the GSL ECFE, ECSE, and SR programs.
3	Coordinates staff including scheduling work, ensuring work is completed, conducting staff meetings to maintain a positive climate, seeks input, assigns classes, brainstorms, and works on program improvement.
4	Works with Community Education director on budget, including recommending staffing levels, participant fees and purchases; monitoring account balances and tracks expenditures; completes requisitions and expense reimbursement forms; and codes invoices.
5	Promotes and publicizes existing and future programs including determining audiences to target, writing correspondence, preparing newsletters, posting/monitoring social media posts, developing brochures, editing publications, and speaking opportunities.
6	Assist in completing state reporting with ECFE, Preschool Readiness, and Preschool Screening.
7	Seeks out and secures appropriate grant opportunities to supplement existing ECFE and SR resources.
8	Cooperates/collaborates with other programs, agencies, and services in the community to meet the needs of families with young children.
9	Responsible for keeping his or her portion of the website updated.

10	Works with ECSE with registration, attendance, parent calls, transportation, and communication with families during day-to-day operations.
11	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Associates degree required in related field. Early childhood or related field experience is preferred. Organizational and/or secretarial experience preferred.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of supervisory theories and principles. • Knowledge of public relations theories and techniques. • Knowledge of early childhood development and adult learning theories and principles. • Knowledge of budgeting practices and grant writing. • Knowledge of available community resources. • Knowledge of operation and use of computer equipment and general office equipment.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying supervisory theories and problem solving. • Skill in applying public relation theories and techniques. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and provide work direction.
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Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
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