

Education Coordinator

Job Description

November 15, 2013

Reports to: Child Care Administrator

General Summary

Under the supervision of the Child Care Administrator, the Education Coordinator oversees and directs the planning, organizing, and implementation of education services for children. These services contribute to the increased social competence in children and the recognition and enhancement of parents as the primary educators of their children.

Requirements

Minimum of 18 years old

- Fingerprinted local and federal
- Ability to communicate well with others
- Prefer 2 year Education Coordinator experience
- Able to cooperate successfully as a member of a team
- Demonstrated knowledge of child care curriculum and development
- Able to lift 30 pounds, stretch, bend and get on the floor with children
- Bachelor's Degree – BS degree in Education or Child Development or in the process of obtaining
- Certified or get certified in CPR, First Aid, Common Childhood Illnesses, and Child Abuse Recognition & Prevention.
- Able to stand, walk, sit, use hands to handle or feel; reach with hands and arms, and stoop, kneel, crouch, or crawl.

Education Coordinator Responsibilities

Administrative

- Help with the hiring process
- Keep up on all changes to Step-Up-To-Quality rules and regulations
- Attend staff training and meetings, and parent meetings as requested
- Oversees Lead and Assistant Teachers with curriculum and classroom management
- Manage all classrooms at the center ensuring compliance with policies and licensing guidelines
- Identify and prioritize materials and equipment needed in classrooms and playgrounds, and coordinate with director in making purchases

Teachers and Classroom

- Reviews lesson plan
- Make sure equipment is properly maintained
- Coordinate the transition of children to new classrooms
- Ensure that observations and evaluations of each child are completed.
- Make sure the space in the classrooms is arranged in a safe way for children
- Assist in the development and implementation of the program curriculum and activities.
- Practice continuous quality improvement, evaluating programs, and implementing changes as needed.
- Develop and distribute parent communications, including monthly calendars and quarterly newsletters.

Communication

- Answer any curriculum questions
- Assist with parental concerns and questions in regards to Education
- Provide conferences to discuss child behaviors and academic performance
- Develop and maintain strong relationships with families of the child care center
- Develop and maintain high level communication and positive relationships with administrators, teachers, parents and any individual in a child's life

In Conjunction with Childcare Administrator

- Evaluate the performance of teaching staff, at the end of probation and annually thereafter

~~~Job Description may be modified at the Childcare Administrator and/or Owners discretion~~~