

RSU No. 5 Durham ~ Freeport ~ Pownal
Childhood Education Coordinator
Job Description Classified Support

Qualifications:

1. Experience coordinating childhood education programs, child care, and/or summer day camp.
2. Bachelor's Degree in Elementary Education, Early Childhood Education, Child Development, or other related field required.
3. Ability to communicate pleasantly and effectively at all times with staff, families, and children.
4. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
5. Strong supervisory leadership as a detail-oriented problem solver and decision maker.
6. Strong organizational skills and ability to handle multiple projects professionally.
7. Demonstrated commitment to focus on the health, safety, and well-being of children and staff.
8. Hold a valid drivers' license and have reliable transportation.

Reports to:

Director of Community Programs ("Director")

Job Goal:

To coordinate a comprehensive program of care and engagement for young children in the before/after school environment, preschool, and day camp programs. Ensure the positive development and safety of these children in accordance with relevant federal and state policies and procedures. Train child care staff and model and cultivate a culture of respect for children, families, and facilities.

Performance Responsibilities:

1. Plan, coordinate, schedule, staff, and supervise all Childhood Education programs.
2. Deal courteously with the public. Establish effective and collegial relationships with participating families, community groups, town and school officials, employees, and outside agencies.
3. Maintain childcare records and conduct appropriate reporting from this data.
4. Ensure childcare environments which are safe, educationally sound, and sensitive to the cultural, physical, psychological, and social development needs of all participants.
5. Remain current on issues and trends in early childhood education and provide professional growth opportunities for preschool teachers and childcare staff.
6. Ensure all programs abide by relevant federal and state (DHHS) policies and procedures, and that Laugh & Learn Centers are appropriately licensed.
7. Substitute in classrooms, at day camp, and on field trips as needed. Make other regular visits to Laugh & Learn Centers to observe staff and children and deliver supplies.
8. Provide supervision and support for teachers and staff, including mentoring, training, and reviews. Maintain a regular planning/coaching meeting schedule with Laugh and Learn staff at Centers.
9. Recruit, hire, train, and evaluate staff for preschool, childcare, and summer day camp programs throughout the year in consultation with the Director.
10. Assure the execution of the curriculum and lesson plans.
11. With the assistance of the Director, prepare and manage childcare and day camp budgets to ensure programs are financially self sufficient.
12. Ensure the purchase and delivery of classroom and program supplies, equipment, and other items in accordance with approved budget allocations.
13. Respond to public inquiries regarding childcare availability, pricing, and activities, and receive and respond to feedback from families. Work with families to resolve disputes and handle conflicts in a professional manner.
14. Prepare and assist in the preparation of program brochures and promotional materials. Design and create program-specific marketing materials. Update and maintain the Childhood Education portion of the Community Programs website.
15. Promote childcare, day camp, and preschool programs to the community. Organize and attend open houses and camp fairs and offer tours for interested families.
16. Become fluent in the functionality of Community Programs' data management software systems.
17. Proactively seek professional development and growth through membership in professional organizations and joining leadership, management, and program-specific educational seminars and conferences.
18. Perform other duties as may be assigned by the Director.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and Federal laws and regulations.

Terms of Employment:

This position includes 260 working days per year.

Evaluation:

Evaluated annually by Director of Community Programs.

Note:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Updated: January 26, 2022
Adopted: June 4, 2013