

Position: Child Development Center Coordinator

Level: High School

Type: Curriculum

Minimum Requirements:

(CTE Licensure)

Required Knowledge, Skills & Abilities:

- District, state (Oregon Early Childhood Foundations), national (NAEYC) guidelines
- Understanding child growth and development across age 0 - 18 years
- Developing a preschool curriculum based on the ECE standards and philosophy that is taught in the classroom to high school students..
- Using assessment techniques and monitoring strategies to identify student/athlete's efforts, performance, strengths and weakness (Coordinators observation of high school students in the preschool.)
- Effectively communicating with both students and adults
- Providing training and coaching to improve individual and each team's performance
- Managing and directing other paid adults (classified preschool teachers).
- Managing and directing adult volunteers.
- Providing leadership and vision for the program or sport.

Responsibilities:

- Planning for daily/ weekly time spent with students
- Providing supervision at all events, meetings, and practices
- Ongoing and updated communication with students, parents and families
- Working directly with school administrator
- Implementing changes from district early childhood P-3 Interagency Committee, professional organizations, with students, preschool and classroom staff, and school administration
- Scheduling events, planning for transportation, coordinating with hosting facility
- Handing out, collecting and monitoring paperwork (immunization, emergency contact) throughout the school year
- Conducting a fair and neutral preschool enrollment lottery
- Establishing preschool procedures and supervision.
- Establishing locker room procedures and preschool protocols.
- Coordinate the maintenance and inventory of preschool facility and play equipment
- Managing a budget.
- Recruitment of program preschool and high school student participants.
- Serving as a resource for students involved in college exploration and application processes.

Equipment & Facilities:

- Preschool with classrooms, observation room, kitchen, shed, laundry, playground
- Classroom and playground equipment, play structures, and technology

Total number of events:

- Preschool with children: 3 days per week October 1 through June 10
- Working with Children and Survey of Early Childhood 192 day school year