

Job Title: First Class Learning Center Coordinator Non-Exempt
Reports to: Director of Early Education Services
Dept. /School: First Class Learning Center

Primary Purpose:

Paraprofessional to work with children of district employees or district students in state-licensed, WSISD sponsored childcare facility. Working in conjunction with other staff members, this position is responsible for providing emotional and physical care as well as fostering social stability for children on a daily basis. Staff is expected to work with children through developmentally appropriate activities as outlined through curriculum, to develop cognitive and physical skills of children. Initial training in pre-service minimum standards, as required by Texas Department of Family and Protective Services, provided by district.

Qualifications:

Supervisory experience in childcare setting totaling at least three years
Demonstrated knowledge and awareness of meeting diverse and specific needs of all children in program (at-risk, special programs, etc.)
Documentation supporting effective supervisory and communication skills

Experience:

Staff requirements: HS diploma/GED; Experience in childcare setting preferred

Major Responsibilities and Duties:

1. Supervises the program's instructional and extracurricular programs and all activities of the program
2. Implements and ensures adherence to Texas Department of Family and Protective Services minimum standards for licensed childcare centers
3. Makes decisions pertaining to staffing positions. Observes and appraises the performance of said personnel to provide a basis for encouraging optimum performance.
4. Provides for the health, safety, and welfare of students, staff, and resources within the program
5. Prepares and administers the program budget
6. Oversees the preparation of all reports and records relating to the program
7. Interprets activities and policies of the program to parents and the community, and encourages parental and community participation in the program
8. Advises the Director of Early Education Services as to the program policies and practices for the purpose of improving the quality of the program
9. Conducts needs survey and plans appropriate staff development and training activities for the staff.
10. Performs related duties as required

Supervisory Responsibilities:

Personnel assigned to First Class Learning Center with exception of Special Programs personnel

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature_____ Date_____