

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

JUDY CENTER EARLY LEARNING HUBS COORDINATOR

POSITION TITLE: Judy Center Early Learning Hubs Coordinator

REPORTS TO: Chief of Equity, Engagement, and Early Access

LOCATION: Department of Equity, Engagement, and Early Access and School Based

NATURE OF WORK:

This is a highly skilled position that highly skilled position emphasizes leadership, planning, organization, and the ability to direct multiple Judy Center Early Learning Hubs projects concurrently. The coordinator is responsible for the performance and the results of the St. Mary's County Judith P. Hoyer Early Child Care and Education Center based on the 12 Components. This includes management and oversight of the existing Judy Center Early Learning Hubs and leading the expansion of additional Judy Center Early Learning Hubs. This work will include project planning, knowledge of early childhood programs and resources, and knowledge of budget, procurement, and program design.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Knowledge of early childhood development and appropriate curriculum for children birth through age five
- Knowledge of current technology to include critical programs, databases, record-keeping, office equipment, and Microsoft Office software
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DUTIES AND RESPONSIBILITIES:

- Works with and expands the Judy Center Partnerships
- Develops and achieves yearly goals and milestones for the Judith P. Hoyer Early Child Care and Education Center Learning Hubs
- Prepares and completes grant applications
- Reviews work request for progress and completion

- Makes decisions in accordance with laws, ordinances, regulations, and established procedures
- Coordinates all program activities for the Judy Center Partnership
- Designs and implement data collection, and compile and submit required reports (including MSDE required reporting)
- Achieves and maintain required program accreditation/validation
- Develop strategies for increasing program visibility and expansion, enrollment strategies, including recruitment of new partners
- Plans and leads monthly Steering Committee meetings, creating agendas, handouts, etc., taking and distributing meeting minutes
- Attends statewide Judy Center meetings, and tri-county planning meetings, including Southern Maryland Child Care Resource Center and Head Start
- Plans and facilitates Interagency Steering Committee meetings
- Serves on the Early Childhood Team of the Local Management Board of St. Mary's County
- Makes presentations about the Judy Center Early Learning Hubs for organizations, agencies, and conferences
- Conducts and coordinates the development and distribution of surveys for agency partners, day childcare providers, parents, Judy Center Early Learning Hubs staff
- Provides marketing materials, medical packets, and permissions to partners
- Provides fiscal oversight and accountability for purchasing and coordinating services, supplies, and materials for offices, classrooms, activities, and events
- Develops and distributes parent newsletters
- Obtains and distributes brochures of interest to parents, i.e., childcare, health issues, developmental stages, etc.
- Develops and executes transition plans for children moving from one school year to the next
- Holds weekly staff meetings to ensure component compliance monitoring with partners
- Holds case management meetings on a biweekly schedule to review and monitor data collection, and documentation of partnership activities
- Attends Hoyer Center events including periodic evening workshops and events
- Develops evaluation information for the annual Maryland State Department of Education (MSDE) site visit
- Maintains sensitive and confidential records and prepares reports from such records
- Creates and publish update reports for staff use
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in Early Childhood Education or a related field OR four (4) years of experience working with a Judy Center Learning Hub

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025