



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CLINTON COUNTY FAMILY YMCA

Job Title: Early Learning Coordinator
Reports to: Director of Child Care Services

FLSA Status: Non-Exempt
Date: August 2018

POSITION SUMMARY:

The Coordinator of the Learning Ladder Preschool Program will oversee programming of 4 year olds and implementation of Level 3 PTQ changes to improve quality. Will support classroom education staff to refine their practices, improve instructional quality and achieve mastery as early childhood professionals. Engage families in the everyday early childhood experiences as part of kindergarten readiness.

QUALIFICATIONS:

- Associate's degree in Early Childhood Education or Early Child Development with at least 18 graduate credits related specifically to children birth to eight years.
- Three years' experience in direct service (early childhood teacher and/or director) **Experience as an early childhood educator and experience as a coach or supervisor of educators preferred.**
- Specialized knowledge in Indiana's Path's to Quality Rating System
- Familiar with implementing Positive Guidance Techniques

ESSENTIAL RESPONSIBILITIES:

- Maintains professional conduct when working with parents, staff and visitors
- Maintains strict confidentiality regarding children and families
- Maintains educational material and equipment, repairing when necessary
- Maintains good rapport and working relationships with other staff members

KEY ACTIVITIES

Curriculum

- Coordinate teacher training and professional development on selected curricula
- Provide support to classroom education staff in creating lesson plans that are faithful to the curriculum and developmentally appropriate.
- Manage program implementation of selected curriculum, assessment tool and any supplemental materials. Align program practices and standards to the Foundations To Indiana Academic Standards For Young Children Birth to Age 5.
- Collaborate with teaching staff in the development, writing and implementation of preschool curriculum

Professional Development

- Work with staff to ensure all curriculum objectives are aligned with the foundations/standards
- Organize all staff in-house staff development training
- Collaborate with classroom education staff to develop individual professional development plans for each staff member

Observation and Coaching

- Conduct regular observation in all assigned classrooms
- Engage education staff in individual and group reflective coaching to discuss observations and develop a plan to strengthen challenging areas and build on areas of strength.
- Support peer observations and learning between classrooms

Instructional Quality

- Participate in professional development opportunities, including workshops and conferences, to bring new and emerging best practices into the program
- Develop internal systems and procedures that advance instructional quality

Physical Requirements and Work Environment

- Assist in classrooms as needed
- Able to lift up to 50 pounds
- Able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day
- Able to physically respond quickly in an emergency
- Understand the risk of exposure to blood and body fluids and use universal precautions in such instances
- Able to travel of various locations for field trips or outings. On these occasions, public transportation or other acceptable modes of transportation may be employed
- Valid Indiana driver's license and clean driving record for past three years.

Declaration:

- The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to the Director of Child Care and should not be interpreted as such.
- Clinton County Family YMCA is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected under local, state or federal laws

I have received, read and been given the opportunity to ask questions regarding the job description

Coordinator of Programming Signature _____ Date _____

Director Signature _____ Date _____