



EARLY CHILDHOOD EDUCATION COORDINATOR

A. Classification:	Exempt Salaried	C. Programs
B. Reports to:	VP Programs	

The ECE Coordinator is responsible to implement and manage all facets of the assigned Childcare Program at the designated site.

MAJOR RESPONSIBILITIES AND KEY TASKS

1. Design, plans, and ensures the implementation of the assigned Childcare Program (Infant Toddler, Early Childhood, or School Age) at designated site that meets contract guidelines, goals, and objectives. The Child Care Programs must be designed to be sensitive to the needs of individual children including their individual learning styles, habits, and disabilities, if applicable.
2. Responsible for all documentation, records, statistics, files and programmatic paperwork affiliated with the Child Care Program in accordance with contract performance standards.
3. Works cooperatively and in partnership with parents, coworkers and other. Works as a team with classroom staff, teachers, and support staff.
4. Works with children and families with special needs that affect the child at the Center. Works in concert with the Social Services Team, as applicable.
5. Fosters awareness, understanding, and appreciation for various cultures through modeling and appropriate activities.
6. Ensures that all staff maintain respect and value for all children and their families including respecting their individual differences and rights to confidentiality.
7. Performs other duties as assigned.

Follows procedures as required by licensing and funding agencies (including but not limited to Illinois DCFS Licensing Standards, City of Chicago Health Requirements for Day Care Centers, Head Start Performance Standards, Chicago Public School requirements, Carole Robertson Center for Learning Policies and Procedures and quality standards as defined by the National Association for the Education of Young Children)

QUALIFICATIONS

Applicants for the position of Non-Exempt Salaried Coordinator must possess a B.A./B.S. specifically in the field of Early Childhood Education (ECE) or Child Development of children from age 3 to 6 years old. B.A./B.S. degrees attained in other fields must include credits in ECE/Child Development that are equivalent to a major (minimum 36 credits) in the field with a focus in Infant and Toddler.

PROFESSIONAL EXPERIENCE

- Must have at least two (2) years of experience in nursery school, kindergarten, or licensed day care center working with groups of children from 3 to 6 years of age.
- Must have the ability to formulate work plans, prepare written materials, and articulate work plans.
- Demonstrated skills and experience in providing challenging, interesting activities for infants and toddlers and their families.
- Must have the ability to communicate effectively with and relate to diverse internal and external constituents.
- Must be able to plan and implement program related special events.