



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Early Childhood Coordinator
<i>Payroll/Personnel Type:</i>	Full time, 12-month position(Exempt)
<i>Reports to:</i>	Executive Director of Early Childhood/Early Childhood Special Education

Position Summary:

The Early Childhood Coordinator will provide support to the coordinator in the administration and operation of all program components with the main emphasis being in the areas of curriculum development and implementation, assessment and staff development.

Essential Functions:

- Have working knowledge of all child care or ECEAP program components.
- Assist in establishing record keeping systems that provide accurate program information that includes data entry into child care data base or classroom documentation of student progress or behavior.
- Assist in establishing and implementing orientation procedures, staff development, ongoing technical assistance and training or updating procedures necessary for the operation of the Early Childhood Program.
- Assist the Executive Director in interviewing and recommend selection of staff in accordance with district and program policies and procedures, which includes assistance with completion of appropriate paperwork.
- Assist in developing, implementing and reviewing a plan for transition of program children into kindergarten.
- Responsible for maintaining minimum licensing requirements or ECEAP Performance Standards at each Early Childhood Program site. Includes assistance with ECEAP components such as Family Support, Educational, Health and Nutrition.
- Assist Executive Directory by working as a liaison with building principals insuring that facilities meet health and safety standards as required by the Division of Child Care and Early Learning.
- Assist Early Childhood Program staff by researching and providing technical assistance in all Early Childhood Program sites, including development or implementation of curriculum, behavioral plans for children and/or providing assistance with improvement sited by local or state ECEAP reviews.
- Assist Executive Director in maintaining and submitting proper records or reports for the child care licensing, working connections Child Care, or ECEAP contractor.
- Communicate regularly with parents and staff on issues that impact the Early Childhood Program.
- Make regular reports to the Executive Director on status of programs at all Early Childhood Program sites.



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Experience:

Required:

- Multi-site management experience and ability to supervise multiple locations and employees.
- Must have at least five (5) years of teaching experience with young children and preferred two (2) years of experience in preschool program.
- Must have demonstrated management and supervisory skills for the proper administration of a multi-faceted program.
- Must have knowledge of problem solving and collaborative negotiating skills and understand the role of leadership within a multi-faceted program.
- Must have knowledge and experience in developing and implementing curriculum and assessment for children ages birth through 12 years.
- Must have experience in developing and presenting appropriate staff training related to the program.
- Must be able to organize and prioritize work.
- Must have good communication skills both oral and written.
- Must be flexible and enjoy working with children and adults.
- Must have a valid first aid/CPR card, negative TB test and physical exam.

Preferred:

- Early Childhood teacher certification.
- Experience working with families of young children, birth through age five.
- Experience working in family literacy environment.
- Experience working with refugee and immigrant families.

Education:

Masters Degree in Early Childhood or BA/BS degree in Early Childhood Education or Child Development preferred.

Knowledge, Skills and Abilities:

- Developmentally appropriate child age practices and curriculum for birth to five.
- Knowledge of family literacy practices and requirements
- Good management and organizational skills
- Ability to work with multiage classrooms
- Computer skills
- Creative and resourceful
- Team player, creative and resourceful



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individual(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals:

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Employee	Immediate Supervisor
Date	Date
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Human Resources	
Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.