



JOB TITLE:	Preschool Coordinator/Provider
FLSA STATUS:	Exempt
UPDATED:	May 19, 2009

POSITION OBJECTIVES:

Under the direction and supervision of the Assistant Director of Administration, the Preschool Coordinator/Teacher will be responsible for the planning, development, and implementation of all EJRP Preschool activities. The Coordinator/Teacher will assume primary responsibility for the education, health, welfare, and safety of the children within the center. The Coordinator/Teacher is responsible for ensuring children's social, physical, spiritual, and mental development in the program. The Coordinator /Teacher will provide leadership and supervision of the Preschool staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Read books to entire classes or to small groups.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Enforce all administrative policies and rules governing students.
- Lead day-to-day activities and enrichment lessons
- Create and implement a curriculum that aligns with the Vermont Early Learning Standards (VELS) and develop and maintain a STARS accredited program
- Develop and maintain an Act 62 partnership with the Essex Junction School District
- Responsible for the safety of the children in the program at all times
- Prepare monthly program plans and assist assistants in planning curriculum for classrooms that ensure child centered and developmental learning
- Communication with parents through newsletters, weekly bulletins, or daily notices on curriculum and special events occurring in the center
- Supervise classroom staff to ensure effective implementation of program activities and adherence to EJRP program standards
- Work with Assistant Director of Administration to create staffing schedules, hire new staff, assistants, and substitutes
- Ensure effective and timely communication of child progress with parents
- Adjust program as necessary to ensure program meets parent and community needs and expectations
- Maintain, with cooperation of assistants, quality and control of classroom that is consistent with VT licensing regulations

- Maintaining staff/child ratios in classroom according to standards
- Schedule substitutes and/or directly work in classroom as needed
- Ensure adherence to EJRP and State of Vermont standards for classroom and facility cleanliness and safety
- Advise Assistant Director of Administration of any concerns regarding facilities, space, staffing or child/staff ratios. Ensure compliance with all state licensing requirements
- Effectively plan and manage resources. Ensure effective staffing. Ensure timely and effective use of all materials, snacks, and other classroom resources
- Work with assistants in the completion of children's developmental progress reports (January and June)
- Organize and lead in Open Houses, Parent workshops, Fundraisers, and other special events
- Follow all discipline policies as stated in parent handbook
- Follow budgeted guidelines for expenses
- Assist Assistant Director of Administration in marketing program and recruiting staff
- Communicate the goals and objectives of the Preschool Program to parents and the community
- Participate in local/regional collaborative opportunities, including Building Bright Futures, the Early Learning Partners group, etc.
- Communicate and collaborate with other local private providers
- Perform other related duties as assigned by Assistant Director of Administration
- Attend all staff meetings
- Attend workshops in accordance with Vermont State regulations (currently 12 hours/year)
- Maintain confidentiality
- Complete incident reports in accordance with policies and procedures
- Participate as a member of the EJRP team and contribute to the attainment of the mission
- Help enforce all late fee and payment policies

SUPERVISION RECEIVED:

Reports to, supervised and evaluated by, and receives direction from the Assistant Director of Administration.

SUPERVISORY RESPONSIBILITIES:

Trains and plans, schedules, assigns and is responsible for quality of work of assigned childcare staff; plays key advisory role in evaluation, hiring, firing, and compensation. Coordinates, assigns and oversees volunteers assigned to the program.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor's Degree in Early Childhood Education or other appropriate discipline plus three years of relevant experience (including experience as a Lead Preschool Teacher), or a combination of education and experience from which comparable knowledge and skills are acquired.
- Must possess the ability and temperament to work in a busy, changing work environment, and effectively handle and complete multiple duties and assignments. Exhibit a proven and responsible work ethic, communication, organization, and group work skills. Show commitment, dedication, patience, and ability to communicate mission, goals, and purpose of Essex Junction Recreation and Parks Department and the Preschool Program.
- **Certifications and Licenses.** Valid Vermont Professional Educator's License with an Early Childhood Education endorsement preferred, but not required. Valid VT Driver's License also preferred. Current First Aid and CPR certificate required.

- Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors, parents, and the community.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Computer Skills and Experience. Proficient with Microsoft Office products including Word, Excel, and PowerPoint. Good data entry skills. Experience with data management systems.
- Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively, effectively, and with flexibility with co-workers, subordinates, supervisors, parents, and outside agencies.

<u>Frequency</u>	<u>Code</u>	<u>Description</u>
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	S	X	
STANDING	C	X	
WALKING	C	X	
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	F	X	
LIFTING			
up to 10 lbs.	C	X	
10-25 lbs.	C	X	
25-50 lbs.	O	X	
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	C	X	
10-25 lbs.	C	X	

25-50 lbs.	O		X	
50-100 lbs.	NA			X
100+ lbs.	NA			X
BENDING/STOOPING	C		X	
PUSHING/PULLING	C		X	
TWISTING	O			X
CLIMBING	O			X
BALANCING	O		X	
CROUCHING	C		X	
KNEELING	C		X	
CRAWLING	S			X
REACHING (i.e., overhead)	O		X	
HANDLING	NA			X
DRIVING	NA			X
REPETITIVE MOVEMENTS (hands, feet)	S		X	
MANAGING STRESS	C		X	
RESOLVING CONFLICTS	C		X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	S
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	S
EXPOSURE (water)	S
EXPOSURE (hazardous equipment)	S
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	S
OUTDOOR WEATHER CONDITIONS	S
VIBRATION/NOISE	S
HEIGHTS	S

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

.....
This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.