Coordinator, Child Development Center

Job Code 50009986

General Description
Responsibility for coordinating the preschool program at the Child Development Center.

Examples of Duties
Oversee the children’s program curriculum and assessment.
Supervise and schedule preschool teachers and student assistants.
Orient new preschool teachers and student assistants.
Maintain records in compliance with NAEYC and Texas Child Care licensing standards and regulations.
Maintain classroom enrollment.
Orient new families to the program.
Communicate with parents through various events and media.
Oversee the implementation of the preschool curriculum and assessment according to best practice.
Oversee care of the children.
Assess program needs and purchase equipment and supplies.
Oversee university lab students.
Conduct staff meetings.
Assure compliance with NAEYC accreditation guidelines and Texas Child Care Licensing Standards.
Promote the CDC program.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Child development, state regulations for child care, CDC and university policies, NAEYC accreditation standards and curriculum models, Microsoft Office.
Skill in: Completing forms and time sheets, completing children’s records and parent letters, newsletter, interacting with parents, mediating disputes between staff, training on classroom practices, active listening and negotiation, supervision, basic computing.
Ability to: Understand written job instructions, interpret policy booklets and research, purchase classroom supplies, budget student hours, calculate time sheets, explain policies and procedures.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**