



Job Title	Evening Child Development Center Program Coordinator
PVN ID	KB-1812-002860
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Child Care
Status	Part Time
Hourly Rate	\$40.00-\$44.00
Hour(s) a Week	16.00-19.00
Closing Date	Feb 19, 2019 (Or Until Filled)

General Description

Under the supervision and direction of the Child Development Center Director, the Evening Program Coordinator will assure the delivery of a safe, nurturing, developmentally appropriate and culturally relevant program for preschool and school age children enrolled in our Evening Program. Candidate will work with teachers and staff to ensure that Center policies and procedures, performance standards and NYC Department of Health, Bureau of Child Care, and NYS OCFS licensing guidelines are understood and followed.

The Evening Program Coordinator will provide assistance, mentoring, and training to the Evening and Saturday staff. He or She will oversee teacher planning and implementation of both preschool and school age activities that a) enhance children's cognitive, social, and emotional development and b) promote children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning.

Other Duties

Responsibilities:

The Coordinator of the Evening Program shall perform the following essential tasks/responsibilities:

- Meet with the Director on a regular basis to discuss strategies, curriculum, staffing, parent engagement, Center policies and procedures, and program improvements for the Evening / Saturday Program.

- Review lesson plans to ensure that teachers are implementing developmentally appropriate curriculum.
 - Conduct Teacher Observations and provide constructive feedback and assessment to improve quality of the Evening Program.
 - Troubleshoot issues with staff, children and families as needed.
 - Assist with Registration of Evening Program Children, enforce Do Not Admit policies and accept payment vouchers for Evening Student Parents.
 - Oversee Adult Students assigned for fieldwork, observation, college work-study in the Evening Program.
 - Maintain the integrity of the Early Childhood Education Program at all times
 - Develop and maintain public relations including marketing and recruitment of Evening / Saturday Program.
 - Participate in Accreditation process and program improvement plan.
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- Ensure compliance with Health and Safety procedures including planning and conducting monthly fire drills and lockdown drills.
 - Monitor and coordinate staff health and safety trainings to stay in compliance with NYC DOH and NYC OCFS
 - Complete monthly meal count report, quarterly meals observations, per USDA requirements
 - Support the maintenance of class ratios as per licensing guidelines; step in to classroom if necessary
 - Keep children's allergy, asthma and other medical condition list current; update allergy list as needed
 - Attend program and staff meetings and trainings
 - Ensure professionalism and high program quality
 - Foster teamwork and cooperation among staff
 - Maintain confidentiality
 - Perform other duties as assigned

Qualifications

Master's degree in Early Childhood Education or Early Child Development

NYS Teaching Certification

Three years' experience in direct service (early childhood teacher and/or director)

Experience making decisions and overseeing teachers and or assistant teachers

Experience meeting with parents and troubleshooting parent issues

Ability to multi-task and work independently

Excellent communication skills (written and oral)

General office management skills

Detail oriented

Proficient in MS Word, Excel and Power Point