



Job Description: Preschool Program Coordinator

Reports to: Assistant Director

FLSA Classification: Exempt

Job Description: The Preschool Program Coordinator is a key member of an administrative team that works together to support the mission and values of the Parent-Infant Center. The Preschool Program Coordinator works closely with the Assistant Director, the Infant/Toddler Program Coordinator, and the School-age Program Coordinator to assure that all functions of this Job Description are fulfilled. The Preschool Program Coordinator is responsible for the operation and administration of the preschool-age classrooms in the Early Learning Program at PIC. The Preschool Program Coordinator is committed to sustaining a high-quality child care program that values partnerships between families and staff. The Preschool Program Coordinator creates an open and honest working environment that inspires professionalism and creative, innovative teaching. The Preschool Program Coordinator position is a 40 hour a week, 12-month position with daily hours that range from 8am-4pm, 9am-5pm, and 10am-6pm.

Essential Functions

1. Administrative Responsibilities:

- *Educational Program:*
 - ✓ Work closely with the Assistant Director and with the Infant/Toddler Program Coordinator to oversee all aspects of classroom program planning, implementation, and evaluation within the guidelines of the center's philosophy, developmentally appropriate practices, standards for NAEYC Accreditation and Keystone STARS, PreK Counts, CACFP, and Department of Human Services (DHS) regulations.
 - ✓ Provide expert advice in preschool programming. Regularly attend training/conferences and read publications to keep abreast on current developments in the field of early childhood education. Be a conduit in bringing information to PIC via the Executive Director, Assistant Director, PIC Board (through the Executive Director), the Administrative Team, and the PIC teaching teams.
- *Family Partnerships.*
 - ✓ Respond promptly and appropriately to parent concerns, involving teachers, administrators, families or external support personnel as needed.
 - ✓ Facilitate Child Support Teams for children with special needs or concerns. This may include classroom observations or evaluations, working with families and teachers to develop strategies, coordinating services with Elwyn, and attending IEP meetings.
- *Staffing:* Work in coordination with the Assistant Director to hire, train, mentor and supervise all preschool classroom early learning program staff. This specifically includes:
 - ✓ Recruiting and interviewing prospective staff members.
 - ✓ Providing orientation for new staff members.
 - ✓ Ensuring efficient scheduling to maintain required staff: child ratios.
 - ✓ Provide ongoing mentoring and coaching to preschool classroom staff through spending time in classrooms to introduce and support new ideas, strategies, etc.
 - ✓ Work with preschool classroom staff in moving along the continuum of implementing PIC-appropriate aspects of Reggio Emilia inspiration, Emergent Curriculum and extended projects.
 - ✓ Work with preschool classroom staff on understanding and implementing documentation as part of their curricular work.
 - ✓ Work with preschool classroom staff on learning about and implementing increased technology for communication.
 - ✓ Work with classroom staff to have an understanding of progressive early childhood education and to continually learn and grow in adapting the ideas of progressive education at PIC.
 - ✓ Scheduling and documenting regular staff meetings.
 - ✓ Conducting written performance reviews and performance review conversations of all preschool classroom teachers at least annually.
- *Record Keeping:* Supervise record-keeping activities of preschool classroom staff and any others required by PIC, DHS, NAEYC, Keystone Stars, Pre-K Counts, or other entities.
- *Budget Oversight:* Participate in creating the annual budget for the Early Learning Program and monitor expenses monthly.

- *Supply Requisitions:* Order equipment and supplies needed for successful implementation of programs and to meet safety and accreditation standards.
- *Physical Environment:* Work with teachers to incorporate the Reggio inspiration throughout the preschool classrooms. Supervise use of physical space so that classrooms, common areas and playgrounds are clean and safe. Provide an attractive and welcoming environment in which learning is made visible through children's artwork or displays that promote a child's self-esteem.
- *Auxiliary Professionals:* Work with the Assistant Director to coordinate preschool classroom placement of practicum students, volunteers, observers and researchers. Provide orientation and oversight to assure that these experiences are positive ones for the auxiliary professionals and that PIC continues to be recognized as a high quality program in the external community.
- *Coordinate with the School District of Philadelphia:* Enter information into COPA, keep current the school district binder, work with classrooms to make sure all requirements are met, provide assessment information, keep track of education and certification requirements of staff, among other responsibilities as needed.

2. Team-Centered Responsibilities:

- *Team Leadership:* Actively participate in regularly scheduled administrative team meetings to address programming, health and safety, facilities, operations, human resources or other concerns, as well as to keep the admin etam apprised on what is happening on the program front. Consult frequently with the Assistant Director and take proactive measures to address concerns as they arise.
- *Communications:* Keep staff apprised of professional development opportunities, revisions of policy or procedures, and personnel changes through written or electronic communications.
- *Child Outcomes:* Work with the Enrollment Coordinator to ensure accurate data collection to support initiatives of the Office of Child Development and Early Learning and PreK Counts. Assure that the child assessment process is completed in a timely manner.
- *Professional Development:* Assess group training needs and interests of individual employees to organize on- and off-site training opportunities. Keep teaching staff informed of professional development and educational opportunities. For staff in classrooms that receive PKC funding, ensure coverage for periodic half-day trainings.

3. Organization-Centered Responsibilities:

- *Center-wide Events:* Promote and attend family social, recreational or educational activities.
- *Parent Participation:* Support PIC's participatory approach to early learning by actively encouraging parent participation in all aspects of center life.
- *Committees:* Facilitate/ co-facilitate at least one committee at PIC.
- *Fundraising:* Support centerwide fundraising activities by encouraging staff and families to participate. Assist in preparation of grant applications to support programs.
- *Advocacy:* Represent PIC and participate in the local, regional and national early childhood advocacy and training communities. Create and maintain supportive relationships with administrators from area early learning programs.
- *Program Evaluation:* Help conduct an annual evaluation of the program that includes the opinions of families and staff.
- *Outreach:* Continually seek ways to promote PIC as a high quality early childhood program by both bringing professionals to PIC for a variety of forums and by being actively present in the external early childhood community.

4. Individual Responsibilities:

- Arrive on time for work or contact the Center when delayed
- Be reliable in attendance and give ample notice for absences
- Come to work with a positive attitude
- Approach criticism with a learning attitude
- Communicate directly and avoid gossip
- Be flexible in scheduling to meet the needs of the overall program
- Demonstrate honesty, integrity and commitment to confidentiality
- Show initiative in problem solving and be open to new ideas
- Approach challenges with imagination and a sense of humor
- Create a welcoming, positive environment center-wide by:
 - ◇ Being actively engaged with children
 - ◇ Speaking to children at eye level
 - ◇ Being friendly, warm and affectionate
 - ◇ Using appropriate voice and tone

- ◆ Encouraging children's independence and self-help skills
- Be available to attend professional conferences and/or workshops.

Additional Skills

- Ability to train and evaluate teaching staff
- Excellent communication skills, verbal and written
- Ability to interact with families in a nurturing, compassionate, and sincere manner
- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos). Familiarity with Google applications (Google docs, Google sheets, etc) a plus.

Qualifications

- BS (MS preferred) in Early Childhood Education or related field and five years' experience working in preschool-age classrooms, including at least two years of supervisory/administrative experience.
- Pennsylvania Director Credential, or actively working to attain credential.
- PQAS certification or plan to attain certification.
- Education and experience requirements must meet current applicable regulations for DPW, NAEYC, and Keystone Stars.
- Knowledge of DHS regulations; Keystone Stars level 4 standards; PA Early Childhood Standards; NAEYC accreditation criteria; PreK Counts requirements
- Understanding and commitment to the Reggio Emilia philosophy and principles of progressive education.

Professional Development

- *PDR*: Each full-time employee is required to obtain 24 hours of professional development per calendar year and maintain a Professional Development Record with annual goals.
- *Workshops and/or Educational Courses*: Attend workshops or courses as requested or required. Share information from these workshops with other members of the administrative team or teaching staff, as appropriate.
- *First aid/CPR*: Complete pediatric first aid and CPR training every three years.

Physical Requirements and Work Environment

- Assist in classrooms as needed.
- Able to lift up to 50 pounds.
- Able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.
- Able to walk up and down steps several times each day.
- Able to physically respond quickly in an emergency.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.
- Able to travel to various locations for field trips or outings. On these occasions, public transportation or other acceptable modes of transportation may be employed.

Declaration: The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned and should not be interpreted as such.

Equal Opportunity Employment Statement: *Parent Infant Center is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.*

