

## **Bright Beginnings, Inc.**

### **Job Description**

Position title: Education Services Coordinator

Reports to: Director of Citywide Programming

Function:

- The Education Service Coordinator will supervise approximately 28-30 staff members to ensure the staff knows how to actualize the education plan by individualizing the program; create a learning environment, implement the curriculum, and oversee the delivery of education services.
- Responsible for managing the daily operation of the educational services component of the Program in accordance with Early Head Start/Head Start Performance Standards; Pre-Kindergarten Early Learning Standards, District of Columbia Child Care Regulations (Title 29 – DCMR): National Association for the Education of Young Children.
- Ensure training is implemented and evaluated for the education staff.
- Act as a resource and problem solver.

#### **Duties and Responsibilities**

- Supervise staff to ensure maximum parent participation through the establishment and development of parent committees, volunteerism at the Center, etc.
- Participate in fundraising and development, which includes proposal writing independently and as a team member (Board members, staff and consultants)
- Responsible for the supervision, training and evaluation of staff on an on-going basis. This includes the clear establishment of annual performance goals, corrective action for poor performance, regular staff meetings, and development of job descriptions.
- Coordinate with the Director of City Wide Programming and Master Teacher in developing curriculum plans for the infant/toddler and preschool program.
- Meet regularly with the Director of City Wide Programming and Master Teacher to evaluate the progress and effectiveness of the infant/toddler and preschool program.
- Supervise and meet regularly with the Master Teacher, infant/toddler and preschool staff to monitor and manage the progress of the program.
- Interview applicants for infant/toddler and preschool classroom positions.
- Make hiring and termination recommendations to the Director of City Wide Programming regarding the Education services staff.

- Attend all staff meetings, in-service trainings, Board meetings and retreats as directed.
- Coordinate the full day education service with the early learning evening program, providing a seamless transition of services.
- Manage the maintenance of records on each child's attendance, progress and development to ensure compliance with Head Start and Title 29:DCMR (District of Columbia Regulations), National Association for the Education of Young Children.
- Coordinate with Center Administrator to implement purchase and inventory systems for supplies and equipment.
- Maintain facility in a safe and satisfactory condition.
- Coordinate with Social Service unit to maintain enrollment and facilitate the transitioning of children entering and leaving the program.
- Work with Social Service unit in planning and participating in parent meetings and other parent activities.
- Coverage in classrooms as needed.
- Prepare monthly and annual reports, including reports required by funders (private and public).
- Responsible for the assurance of the implementation of developmental, behavioral, and sensory screenings within the schedule mandated by regulations, program requirements and performance standards.
- Provide day-to-day supervision and support to education services staff and volunteers.
- Observe and evaluate staff on a regular basis.
- Schedule staff and substitutes so that Center is always in compliance with DC licensing regulations child/teacher ratios.
- Supervise Master Teacher and classroom staff in planning and implementing daily program based on the principles of child development and in accordance with the program's curriculum.
- Keep abreast of current knowledge in the field of early childhood education.
- Provide direct classroom services on an as needed basis.
- Serve as a role model and mentor to classroom staff.

### **Qualification**

Education:

Master's degree from an accredited college or university with at least 12 hours of child development or early childhood education and three years of teaching experience.

A day care administrator's credential issued by a professional organization or an educational institution and one year of experience in a center.

OR

Three years of experience as a director of staff in a licensed child care facility **and** six credit hours in business management from an accredited college or university. Five continuing education units may be substituted for each three credit hours.

Working knowledge of NAEYC guidelines and regulations including monitoring and evaluation as well as Head Start and Early Head Start Performance Standards.

Knowledge of High/Scope curriculum; certification as a High/Scope trainer of teacher preferred.

Working knowledge of Chapter 3 of Title 29 of the District of Columbia Municipal Regulations (DCMR).

Ability to relate positively to young children, parents and staff. Must be willing to work flexible hours in order to meet the needs of the program. Demonstrated administrative ability to plan, organize, direct, evaluate, and refine comprehensive services to children and their families. Must have effective verbal and written communication.

Comprehensive working knowledge of Early Childhood education, including theories and principles of human growth and development, broad working knowledge relative to the needs of homeless children, including experiences with exceptional needs. Ability to lead, motivate and supervise a team of professionals serving low-income families. A philosophy and mission compatible with the goals and purpose of Bright Beginnings.

Physical Capabilities:

- Be able to lift 25 – 30 lbs.
- Be able to walk, run, squat, sit on floor, speak, hear, and see, to ensure children's health and safety.

Other:

- Be at least 21 years old
- Documentation of Tuberculin-free condition
- Criminal Background check

**Application instructions:**

**To apply for this position, please send a cover letter and resume to [bettyjogaines@BrightBeginningsInc.org](mailto:bettyjogaines@BrightBeginningsInc.org).**