

Job Description Early Childhood Coordinator

POSITION SUMMARY

The Early Childhood (EC) Coordinator will work collaboratively with the administration, staff members, and parents to build early childhood programming at North Central Parke. The role of the EC Coordinator will evolve as programming develops, and the work hours of the position may vary based upon student numbers. The initial weekly requirement is negotiable, but is expected to be 20 hours per week for the remainder of the 2023-2024 school year, and shall be revisited in July of 2024. The coordinator will report directly to the superintendent.

JOB EXPECTATIONS

The EC Coordinator is responsible for creating a strong feeder system for Rockville and Turkey Run elementary schools. The coordinator will strive to instill and sustain robust programming that will significantly impact the social and academic outcomes of children in the early childhood program. Addressing student needs, building basic skills, maintaining parent relationships, and character development are essential components of the position.

RESPONSIBILITIES

- Serve as the primary building point of contact for parents in regard to student participation and acceptance in the early childhood program
- Be the lead in developing an On My Way PreK program
- Embody characteristics that the school values, especially perseverance, social responsibility, and professionalism
- Provide relevant data, reports and information to the Leadership Team
- Maintain the payment schedules, and assist in the collection of funds
- Communicate with families on a regular and consistent basis
- Participate in professional development activities
- Maintain control of the student wait list

ADDITIONAL EXPECTATIONS

- Prepare and submit timely reports and evaluations
- Seek additional funding opportunities (ie grants)
- Assist with the implementing a viable curriculum as selected by the leadership team
- Assist building level principals with the implementation of safety protocols
- Fill the capacity of PK teacher as needed
- Participate in the coordination of before and/or after school care
- Work collaboratively with the Special Education Cooperative and school personnel

QUALIFICATIONS AND EXPERIENCE

- Teaching experience is preferred, but not required for this position
- Indiana teaching license or the ability to obtain one is preferred
- Strong commitment to the mission and vision of the North Central Parke CSC
- Experience with youth programs
- Motivational and energetic leader who is committed to excellence
- Proven ability to work collaboratively with a diverse group of people
- Professional demeanor, strong work ethic, detail-driven work style with excellent organizational skills
- Ability to prioritize, multi-task, delegate, and lead by example

Other duties as assigned by the corporation superintendent.