



**Position Title:** Early Childhood Program Coordinator

**Program:** Early Childhood Department

**Location:** Takoma Park, Maryland

**Primary Purpose of the Job:**

The primary responsibility of the Early Childhood Coordinator is to plan and implement a developmentally appropriate Bilingual Curriculum for children ages 3 months to four years of age (infants, toddlers and preschoolers). The Early Childhood Coordinator implements this curriculum by supervising and working collaboratively with Early Childhood Before & After School Program Coordinator, Volunteers and Parents in the classroom setting.

The Early Childhood Coordinator is essential in implementing an effective Early Childhood Development program to meet the physical, social, emotional, language, and cognitive needs of each child (infants, toddlers and preschoolers) based upon the mission, goals, objectives and the curriculum of CentroNía. The Early Childhood Coordinator ensures that Child Development Routines are consistent with child development principles; ensures the health, safety, welfare and accountability of children through constant supervision; and that parents receive adequate information about their child's experiences. The Early Childhood Coordinator maintains written records monitoring child's progress in all areas of development; provides supervision to staff and includes staff in planning and assignments; and teaches infants, toddlers and/or preschool children.

**Essential Duties:**

- Knowledge of state and local rules and regulations, which govern childcare, NAEYC accreditation standards, and District of Columbia/Maryland State Standards; Early Childhood Development standards in the areas of health, safety and nutrition; and state regulations governing the identification and reporting of child abuse and neglect.
- Knowledge of child development including typical and atypical language, cognitive, motor, social, and self-help skills development.
- Ability to provide services to all children and families with respect and dignity.
- Advocate for parents in accessing needed resources and support services.
- Assist in ensuring parent involvement and/or awareness in program planning through regular open communications, center parent meetings, parent newsletters, parent conferences and home visits.
- Collaborate with other staff in developing plans for activities and strategize on program development and implementation.
- Complete individual child developmental screenings and individual learning plans and make appropriate referrals when necessary.
- Comply with required documentation and record keeping responsibilities for both the classroom functioning and for individual children.
- Create a curriculum that reflects the wide variety of cultures and ethnic groups represented in the classroom.
- Ensure records on children and families are current, complete, and kept confidential.
- Ensure all required reports are completed accurately and in a timely manner as per the Early Childhood Director request.
- Involve parents in the classroom in meaningful ways which demonstrates the belief that parents are the principal influence on their child's education and development.
- Plan, create and implement a dynamic daily program for preschool age children.

- Offer family support through conducting meaningful on-site conferences to the families of children in the classroom.
- Provide biweekly with timesheet of Early Childhood Program staff to the Director who will sent them to payroll finance department in a timely manner and keep record of volunteer time sheets.
- Supervise Teachers and Assistants and conduct annually assessments of the classroom team members.
- Experience in the theories and principles of child growth and development and early childhood education.
- Experience in program development and assessment of quality of services.
- Experience working with teachers of young children and their families.
- Experience providing training to staff.
- Communicate effectively and function well with parents, staff and various professional community groups.
- Experience working with diverse staff and populations.
- Ability to develop positive relationship with delegate staff.
- Familiarity with various pre-school curricula and the ability for assessment.
- Ability to work independently.
- Analytical and problem solving skills.
- Implements staff development opportunities and trainings in collaboration with supervisors. The Program Coordinator works with supervisory staff to stay abreast of the professional development, training and educational needs of an interdisciplinary staff, and plans training strategies to meet those needs. The Program Coordinator develops relationships with academic institutions and training organizations to further the training goals of Early Childhood Educational Program.

#### **Other Duties:**

1. To check/examine shared areas such as bathroom, playgrounds, and safety hazards.
2. To ensure that all children are signed in and out of the center upon drop off and pick up in accordance with CentroNía standards.
3. To ensure that all classroom are in ratio and devise a staffing pattern when needed.
4. To ensure that child is received by parent at the end of the school day; even in the event that the child is picked up after the work day is over.
5. To submit timely submissions of leave requests with propose coverage for final approval before the date of absence to the Director.
6. To support the program by completing other duties as assigned by Program Director and Chief Academic Officer.
7. Perform other duties as assigned.

#### **Required Experience:**

Five years experience in an Early Childhood setting and demonstrated capacity in planning classroom activities, observing children's behaviors, and maintaining educational records; to include three years experience working with children with disabilities. Two or more years experience with coordinating and managing staff. Position requires bilingual English/ Spanish ability.

#### **Required Education:**

Associates Degree working towards a Bachelor Degree in Early Childhood Education or related Child Development field (Master Degree preferred but not required)

#### **Required Licenses:**

Current and Valid Child Development Associate Credential and Certificate prior to employment (maintain current certificate during employment).

Current First Aid certificate within 30 days of employment (maintain current certificate during employment).

Current CPR certificate within 30 days of employment (maintain current certificate during employment).

Current Health Certificate

Provide Criminal Record Clearance

**Required Core Competencies:**

1. Propensity for problem solving.
2. Bilingual (English/Spanish) required.
3. Ability to relate to families in a holistic fashion that incorporates education, social services, health and nutrition, and family issues.
4. Experience working with groups and/or families from diverse cultural, economic, and ethnic backgrounds.
5. Knowledge of community resources to support appropriate referrals.
6. Willingness to comply with the established agency performance standards which may include: productivity/personal responsibility, client/customer service-orientation, embracing a team player orientation, entrepreneurialism, and maintaining a professional demeanor.
7. Demonstrate self-motivation, continual learning, and taking initiative.
8. Practice professional and effective interpersonal communication skills.
9. Able to work independently or with others in a team approach.
10. Nurturing character that enables the building of a respectful, trusting and loving relationship with children and their families.

**WORKING CONDITIONS**

A community based organization with a safe and healthy environment.

**Other Requirements:**

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- ( F ) Light (up to 25lbs.)
- ( F ) Moderate (25-50lbs.)
- ( O ) Heavy (over 50lbs.)

On the job the employee must:

- ( F ) Bend                      ( O ) Sit                                      ( F ) Squat and Kneel                      ( F ) Stand
- ( F ) Crawl                      ( F ) Walk                                      ( O ) Climb                                      ( F ) Push/Pull
- ( F ) Handle objects (Manual Dexterity)                      ( O ) Reach above shoulder level
- ( F ) Use fine finger movements

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:

**Human Resources Department at CentroNía or DC Bilingual Public Charter School at:**

**1420 Columbia Road, NW, DC 20009**

**[centroniajobs@centronia.org](mailto:centroniajobs@centronia.org)**

**[dcbilingualjobs@centronia.org](mailto:dcbilingualjobs@centronia.org)**

**Fax (202) 745-0154**

**“Educating children and youth, and strengthening families, in a bilingual, multicultural community.”**

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