



Center Coordinator/Teacher

As of: July 1, 2006

Status: Exempt-Non Hourly

Reports To: Center Director

PRIMARY FUNCTION:

Assist in overseeing the day-to-day operations of the center assigned during work hours in compliance with the Florida Department of Children and Families. Responsible for planning curriculum, appropriate use of materials, teaching aids and other teaching resources.

ESSENTIAL FUNCTIONS:

- Work closely with the teachers to ensure that quality care is administered
- Work side by side with center director to incorporate new and innovative ideas within the center
- Communicate with parents on a daily basis about policies, center progress and child development
- Maintain center appeal by ensuring that building, equipment and outside areas are kept clean and in good repair
- Assist in the acquiring materials and information needed to fill out various forms and reports
- Establish a relationship of mutual trust and good communication with parents.
- Work with families by providing parent meetings, workshops, trainings, and other parent involvement activities.
- Model appropriate interactions with children individually and in groups.
- Participate in the development of lesson plans and individual goals for each child.
- Coordinate and schedule meal preparation, service and clean-up that comply with all regulations.
- Ensure that records in the classroom such as daily attendance, meal counts, portfolios and education file are maintained.
- Maintain administrative reports, such as monthly food paperwork, and health and safety documentation, submitting on time to appropriate service area.

WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may require lifting up to 20lbs. Repetitious computer keyboard usage as well as classroom facilitation. While performing the duties of this position, the employee is subject to a typical in door office environment and is rarely exposed to outside weather conditions.

TRAINING TO BE PROVIDED:

The center will encourage attendance at seminars and other training opportunities as needed.

PRE-EMPLOYMENT REQUIREMENTS:

The successful employee will have the ability to manage multiple tasks in a fast paced early childhood environment with a high level of professionalism. An assistant director should demonstrate high personal integrity and demonstrate ethical and professional conduct.

PREFERRED EQUIPMENT EXPERIENCE:

Computer skills (MS Office, Outlook)

APTITUDES PREFERRED:

Excellent grammar, verbal, and writing skills. High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities. Excellent interpersonal abilities; ability to get along with diverse personalities; tactful, mature, and flexible. Good reasoning abilities and sound judgment. Resourceful, well organized, highly dependable, efficient and detailed oriented. Ability to establish credibility and be decisive, but be able to recognize and support the organization's preferences and priorities. Service oriented, but assertive.

ACKNOWLEDGEMENT

I have read the above and understand my job responsibilities. I also understand that nothing in this job description restricts my supervisor's right to assign or reassign duties and/or responsibilities to this job at anytime.

Employee Signature

Date