

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **EARLY LEARNING CENTER COORDINATOR**

QUALIFICATIONS:

1. Valid New Jersey Teaching Certificate
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communications skills
4. Required criminal history background check and proof of US citizenship or legal resident alien status
5. The ability to bend, lift, squat, crawl, perform repetitive motions and work overhead as necessary to provide an educational setting for pre-k students.

REPORTS TO: Directly responsible to the administrator/supervisor of assigned department

POSITION GOAL:

To provide an understanding of early child development to assigned high school age students while ensuring pre-school children are provided a well-rounded, safe and appropriate educational opportunity.

ESSENTIAL JOB FUNCTIONS:

1. Plan and direct the activities of the early learning program.
2. Plan, develop, organize, and evaluate activities and experiences for needs of individual children.
3. Develop and revise materials appropriate for assigned age levels.
4. Purchase, inventory, store, and maintain supplies and equipment for the program.
5. Develop and maintain effective relationships with employees, children, students, and parents.
6. Provide work direction and guidance to program HS students.
7. Analyze situations accurately and adopt an effective course of action.
8. Maintain a healthy and safe environment.
9. Apply and explain policies, procedures, rules and regulations.
10. Plan appropriate activities for a child development program.
11. Adhere to all Health and safety precautions and procedures.
12. Prepare appropriate budget for Early Learning Center Program.

13. Provide and teach necessary oral and written communication skills.
14. Provide feedback to parents/guardians about their child.
15. Ensure parents/guardians are aware of policies, procedures, and philosophy of the program.
16. Provide district approved curriculum to high school students assigned to program.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17