

## King's Daughters Child Care Center Program Coordinator

<b>Job Description Title:</b>	<b>Program Coordinator</b>	<b>Primary Supervisor(s):</b>	Center Director
<b>Department/Group:</b>	Administration/Operations	<b>Secondary Supervisor(s):</b>	Executive Director
<b>Location:</b>	61 – 13 <sup>th</sup> Street Wheeling, WV	<b>Travel Required:</b>	Minimal
<b>FLSA Classification:</b>	Non-Exempt - Hourly	<b>Position Status:</b>	Full Time
<b>General Work Day/Week:</b>	8:30 am to 5 pm Monday through Friday	<b>Physical Demands:</b>	Medium / Active
<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>• High School Diploma required.</li> <li>• Associates or Bachelor's degree in Early Childhood Education required.</li> <li>• Be at least 21 years old.</li> <li>• Have a minimum of 2 years relevant work experience in a childcare center.</li> <li>• CDA or ACDS program.</li> </ul>	<b>Performance Metrics/KPI's:</b>	<ul style="list-style-type: none"> <li>• Quality, Cleanliness, teaching/education, lesson plans</li> <li>• Creativity – quality of how they run the classroom.</li> <li>• Communication</li> <li>• Supervision</li> </ul>
<b>Mission Statement:</b>			
King's Daughters Child Care Center promotes the social, emotional, physical, and cognitive development of children through educational experiences in a safe and nurturing environment.			
<b>Primary Responsibilities/Essential Job Duties:</b>			
<ul style="list-style-type: none"> <li>• Ensure the classroom program complies with all applicable childcare licensing and NAEYC requirements.</li> <li>• Coordinate program planning and implementation for each classroom (i.e., ITERS/ECERS and Birth to Three).</li> <li>• Supervise, monitor, and adjust, as needed, program implementation.</li> <li>• Mentor new staff in classrooms and assist all staff in their professional development plan.</li> <li>• Maintain a clean and safe environment at all times for the children.</li> <li>• Maintain all applicable certifications (i.e. food handlers, CPR/First Aid, and others as assigned).</li> <li>• Consult with the Center Director to resolve problems with childcare or staff concerns.</li> <li>• Maintain good communication with staff, parents, and directors.</li> <li>• Allocate staffing resources to meet regulatory requirements and program needs.</li> <li>• Be person-in-charge to supervise Center operations in the Center Director's absence.</li> <li>• Assure that the building and grounds are maintained in a safe, clean, and attractive condition.</li> <li>• Manage agency resources in a cost-effective manner consistent with the agency budget.</li> <li>• Participate in inter-organizational initiatives and represent the agency in the community.</li> <li>• Create a weekly staffing schedule to ensure all classroom ratios are met.</li> <li>• Monitor and address all relevant health and safety issues in the classroom regularly.</li> <li>• Discuss job performance problems with the Center Director to identify causes and issues and to work on resolving problems</li> <li>• Oversee the work of classroom staff to ensure all policies and procedures are being properly followed.</li> <li>• Perform other duties related to the operational management of the Center as assigned by the Center Director or Executive Director.</li> </ul>			

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**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			x	
Walking			x	
Sitting		x		
Using hands to finger, handle or feel				x
Reaching with hands and arms				x
Climbing or balancing	x			
Stooping, kneeling, crouching, or crawling		x		
Talking or hearing				x
Tasting or smelling		x		
Driving	x			

This position is described as **medium/active physical activity** performing non-strenuous daily activities of child care nature. This position requires lifting or carrying items up to 50% of the time. Frequency of weight lifted is as follows: 25-50 lbs. under ½ of the time.

This position requires both close and distant vision. This position requires the need to occasionally attend meetings before and after work hours. The work environment is well lighted, heated/air conditioned indoor office setting with adequate ventilation.

**Equipment Used:** Computer/laptop, telephone, copier, fax, scanner, printer.

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Employee Name

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Center Director