Curriculum Coordinator Job Description

REPORTING RELATIONSHIPS
Reports to School Director

QUALIFICATIONS
Bachelor’s degree in child development or early childhood education. Master’s degree or Texas Professional Educator License preferred.

• Experience as an early childhood educator and experience as a coach or supervisor of educators preferred.

JOB SUMMARY
The instructional leader will support classroom education staff (teachers and teacher assistants) to refine their practices, improve instructional quality and achieve mastery as early childhood professionals.

ESSENTIAL RESPONSIBILITIES AND STANDARDS OF PERFORMANCE

• Considers the background, special needs, and interest of each child
• Treats each child with dignity and respect. Uses positive guidance techniques
• Implements and participates in family-style service at meals and snack
• Maintains a safe, healthy, nurturing learning environment. Strives to prevent injuries. Handles emergencies, and injuries appropriately.
• Understands and implements emergency procedures in cases of fire, tornado, chemical leak, or other emergencies. Can administer CPR/First Aid, including lifting and carrying injured children. Uses proper lifting procedures and seeks assistance if necessary
• Must be physically and mentally able to reach appropriately and immediately to unexpected circumstances. Can lift 50 pounds.
• Must be able to bend and stoop to interact on child’s level. Must be able to play and communicate with children (run, jump, demonstrate physical exercise)
• Must be able to stand approximately 95% of the work day
• Maintains professional conduct when working with parents, staff and visitors, avoiding unnecessary communication / gossip
• Maintains strict confidentiality regarding children and families
• Maintains educational material & equipment, repairing when necessary
• Maintains good rapport and working relationships with other staff members
• Participates in all staff training sessions, meetings and programs as requested by the Director and sponsored by the school. Flexible to changing schedules
• Observes, and reports to the Lead Teacher any significant individual or group behavior that might affect the well-being of children enrolled in the school
• Willing to perform other duties, if required, to ensure a safe, healthy, nurturing environment for children and families, including cleaning, cooking, driving.
• After School teachers assistants must be able to drive the school bus/van to pick up after school students from school and drive them to field trips while in the school year and during summer camps

KEY ACTIVITIES

Curriculum

• Ensure that the program selects a high-quality curriculum in alignment with Texas Early Learning Standards

• Collaborate with teaching staff in the development, writing and implementation of school curriculum

• Manage program implementation of selected curriculum, assessment tool and any supplemental materials. Align program practices and standards to support quality implementation.

• Coordinate teacher training and professional development on selected curricula.

• Provide support to classroom education staff in creating lesson plans that are faithful to the curriculum and developmentally appropriate. Review lesson plans and provide teachers with timely feedback and recommendations.

• Coordinate bulletin boards content and lay out with teachers

Professional Development

• Work with staff to ensure all curriculum objectives are aligned with the school’s core standards

• Organize of all in-house staff development training

• Organize and conduct professional staff development

• Staff training on newly adopted programs

• Collaborate with classroom education staff to develop individual professional development plans for each staff member.

• Identify professional development opportunities offered by the state, regional professional development providers and others that align to teaching staff goals and needs.

• Develop and facilitate a professional learning community focused on instructional excellence.

Observation and Coaching

• Conduct regular observation in all assigned classrooms and maintain records.

• Engage education staff in individual and group reflective coaching to discuss observations and develop a plan to strengthen challenging areas and build on areas of strength.

• Support peer observation and learning between classrooms/sites.

Instructional Quality

• Participate in professional development opportunities, including workshops and conferences, to bring new and emerging best practices into the program.

• Evaluation, purchase and incorporation of texts, materials, resources and technology that will support instructional quality and integrate them into classroom instruction and program practices
• Develop internal systems and procedures that advance instructional quality

Certification

• Implement and / or maintain Texas Rising Star (TRS) accreditation with highest currently available ranking
• Implement and / or maintain NAEYC accreditation with highest currently available ranking
• Support teachers and staff with the NAEYC & TRS school accreditation

School Wide Events & Outreach Community Events

• Create and organize school wide events. Such as:
  o Fall festival
  o Thanksgiving
  o Xmas concert
  o Spring egg hunt
  o Spring Festival
• Create and organize parent / community events
• Create and maintain the school various channels of communications: e-newsletters, website, and social media.

Physical Requirements and Work Environment

• Assist in classrooms as needed.
• Able to lift up to 50 pounds.
• Able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.
• Able to walk up and down steps several times each day.
• Able to physically respond quickly in an emergency.
• Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.
• Able to travel to various locations for field trips or outings. On these occasions, public transportation or other acceptable modes of transportation may be employed.
• Valid Texas driver’s license and clean driving record for past three years.

Declaration:

• The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to the Director of Early Learning Programs and should not be interpreted as such.
Equal Opportunity Employment Statement:

- YPW Spanish Immersion School is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

- Any addendums to the job description based on classroom teams meeting with the director will be attached at the back of this form. This includes but is not limited to assigned tasks for individual teachers.

I have received, read and been given the opportunity to ask questions regarding the job description

Curriculum Coordinator Signature ____________________________ Date __________________

Director Signature ____________________________ Date __________________