



JOB TITLE:	Licensed Childcare Site Coordinator (Maple Street Park Kindergarten Site) / Preschool Assistant Teacher
FLSA STATUS:	Non-Exempt
UPDATED:	April 1, 2019
VILLAGE PAY GRADE:	6

PROGRAM GOALS & OBJECTIVES: EJRP licensed childcare programs (afterschool, vacation camps, summer day camps, preschool) offer age-appropriate activities that include social, physical, creative, emotional and intellectual opportunities for growth. The environment is a safe, fun, caring and supportive one in which children will continue to feel empowered and respected. Our programs create a stimulating and rewarding experience for children.

POSITION OBJECTIVES:

(65%) Licensed Childcare Site Coordinator (Maple Street Park Kindergarten Site) - Coordinate and oversee the activities of the State-licensed after school program for up to 40-kindergarteners during the school year, lead vacation camps during school vacations, and serve as an assistant coordinator at a summer day camp (grades 1-5), in keeping with the program goals and objectives. Ensure quality childcare services are delivered in a safe, developmentally appropriate manner. Connect the school day and expectations with our licensed childcare programs.

(35%) Preschool Assistant Teacher - Under the direction and supervision of the Preschool Director or Preschool Head Teacher, the Preschool Assistant Teacher will be responsible for supporting a quality preschool classroom experience. The Assistant Teacher will support the education, health, welfare, and safety of the children within their classroom; will ensure children's social, physical, spiritual, and mental development in the program; and, in the absence of the Preschool Director or Preschool Head Teacher in the classroom, will provide leadership and supervision of the classroom and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Afterschool Program, Vacation Camps, and Summer Day Camps (65%)

Monday-Friday, 1:30-6:00p.m., year-round (4.5 hours per day), plus one day per week of office hours (3.5 hours)

- Plan and provide engaging activities for students who participate in the program that are developmentally appropriate and in keeping with the program goals and objectives.
- Ensure compliance to State and Federal regulations.
- Align daytime school expectations, rules, and discipline with afterschool program.
- Create and maintain an environment of respect and rapport.
- Assure productive, effective, and efficient use of other childcare workers in the program.
- Effectively manage student behavior by clearly communicating expectations, monitoring student behavior at all times, and successfully and respectfully responding to student behavior and misbehavior.
- Develop and implement effective student behavior plans as needed.
- Organize program furniture and other physical resources to promote interaction, learning, safety and accessibility.
- Successfully implement operational procedures and practices to ensure a safe and healthy environment for children.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Provide reasonable accommodations for children with individual needs.
- Be responsible for program set up and clean up daily.
- Prepare snacks daily for each child participating in the program.

- Keep parents informed about program activities (i.e. letters and newsletters etc.)
- Communicate daily with parents regarding student behavior/incidents, activities, child exposure to communicable disease (i.e. lice, ticks, strep throat etc.), etc.
- Promote and support the Essex Junction Recreation and Parks through positive interactions with parents and children.
- Lead & supervise site staff. Facilitate monthly staff meetings.
- Establish and maintain confidential files on each child participating in the program (i.e. incident reports, accident reports, comprehensive evaluations, behavior interventions, etc.)
- Identify program needs such as books, toys and games designed to stimulate learning.
- Order supplies and snack.
- Participate in and attend childcare training and seminars to keep abreast of current best practices, research findings, and other developments in the field (at least 12-hours annually).
- Participate in school assemblies and other school events.
- Maintain regular interactions with the school principal, school nurse, teachers, guidance and school faculty and staff to ensure a consistency of academic and behavioral expectations of students. Keep abreast of school events that may impact program. Integrate the program into the culture of the school, complimenting curricula, themes, and events.
- Assists in program budget preparation and administration, including review and analysis of expenditures.
- Responsible for planning and leading monthly off-site field trips for up to 59 children.
- Meet regularly with the School Age Childcare Director – Staff & Programs to coordinate and evaluate instructors and activities, review program and child progress, consult about special problems, and the like.
- Meet with parents to discuss their child’s progress, accomplishments, and issues at home and in the program.
- Assist in the administration of formal assessments to determine program progress and areas needing improvement.
- Assist and/or instruct students in basic life skills, such as general behavior, dressing and undressing for outdoors, care for belongings, and other areas assigned.
- Ability to maintain calm, effective and efficient in responding to stressful situations and possible medical emergencies.
- Process routine communications, such as homework logs, permissions slips, meeting reminders, staff meeting notices, and the like.
- Assist with the monitoring of students for signs of disruptive behaviors such as violence, verbal outbursts, and episodes of destructiveness in efforts to curtail such behavior.
- Align a variety of activities with National Common Core standards.
- Throughout the school year, transport Summit or Hiawatha kindergarten Village Kids participants by bus to Maple Street Park daily.
- POSSIBLE: Lead and assist at vacation camps during school vacations as assigned by the School Age Childcare Director – Staff & Programs.
- POSSIBLE: During the summer, serve as an assistant coordinator at Camp Maple Street.

Preschool Assistant Teacher (35%)

Four days per week, 8:00-11:30a.m., year-round (3.5 hours per day)

- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Attend to children’s basic needs by assisting and guiding them with eating, dressing, and personal hygiene.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Enforce rules for behavior, and procedures for maintaining order.
- Read books to entire classes or to small groups.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Observe and effectively address children’s inappropriate behavior within the program.
- Identify children showing signs of emotional, developmental, or health-related problems, and report them to the Head Teacher or Preschool Director.

- Enforce all administrative policies and rules governing students.
- Lead day-to-day activities and enrichment lessons
- Be familiar with VT preschool licensing standards and operate a program and maintain a facility that is in compliance
- Responsible for the safety of the children in the program at all times
- Assist in planning curriculum for classrooms that ensure child centered and developmental learning
- Maintain quality and control of classroom that is consistent with VT licensing regulations
- Maintaining staff/child ratios in classroom according to standards
- Ensure adherence to EJRP and State of Vermont standards for classroom and facility cleanliness and safety
- Advise EJRP Preschool Director or Preschool Head Teacher of any concerns regarding facilities, space, staffing or child/staff ratios. Ensure compliance with all state licensing requirements
- As requested, participate in Open Houses, Parent workshops, Fundraisers, and other special events
- Follow all discipline policies as stated in parent handbook
- Perform other related duties as assigned by EJRP Preschool Director or Preschool Head Teacher
- Attend all staff meetings
- Attend workshops in accordance with Vermont State regulations (currently 12 hours/year)
- Maintain confidentiality
- Complete incident reports in accordance with policies and procedures
- Participate as a member of the EJRP team and contribute to the attainment of the mission

SUPERVISION RECEIVED: While serving as the Site Coordinator for the afterschool program, vacation camps, or summer day camps - reports to and evaluated by the School Age Childcare Directors. While serving as Preschool Assistant Teacher, reports to and evaluated by the Preschool Director and Head Teacher.

SUPERVISORY RESPONSIBILITIES: Oversee the quality of work of three to six daily childcare staff persons at afterschool program.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor's degree in Recreation, Elementary/Special Education, Early Childhood Education, or related field plus a minimum of two years of experience in youth service program management or combination of education and experience from with comparable skills and knowledge are obtained.
- **Certifications and Licenses.** Must have or have the ability to obtain CPR and First-Aid certification and attend a Bloodborne Pathogen training. Valid Vermont Drivers License required. Must be or be able to be trained in Responsive Classroom. Must be or be able to be trained in CPI. Good driving record required. Must hold or have the ability to obtain a CDL with passenger and school bus endorsement within three months of hire.
- **Language Skills.** Ability to read, analyze, interpret professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, school faculty, parents and general public.
- **Mathematical Skills.** Basic math skills required (add, subtract, multiply, divide).
- **Computer Skills Experience:** Knowledge, skills and experience with word processing, newsletter, spreadsheet, and database programs. Previous Microsoft Office experience is preferred.
- **Reasoning Ability/Mental Requirements.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- Work Schedule: Normal work schedule will be Monday-Friday, from 8:00a.m.-11:30a.m., with an unpaid break from 11:30a.m.-1:30p.m., and then working 1:30-6:00p.m. Occasional evening meetings/trainings. Flexibility in the work schedule to include evenings, weekends, some holidays and snow days. Some days may require working beyond eight hours, but will not be eligible for overtime pay. Only total hours worked during a pay week over 40 are eligible for overtime or comp time.

PHYSICAL EFFORT AND STRESS: While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk and hear. The employee is frequently exposed to moderately stressful situations. The employee is regularly required to run, hop, skip and jump while participating in student programs. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or assist in lifting or moving up to 100 pounds. Specific vision abilities by this job include close vision, distance vision, and ability to adjust focus. The employee must be able to drive.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate. Employee is regularly required to handle stressful situations and resolve conflicts.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.