

Job Description:

Staff & Curriculum Development Coordinator

Aldersgate Preschool

Mission: To act as a resource who is skillful, reliable and accessible.

Education:

- A college degree in Early Childhood Education, Child Development, Elementary Education or a related field (preferred) and at least one year as of classroom experience
- At least one year of experience as a Preschool or Discovery Days Teacher at Aldersgate Preschool Plus (preferred)
- Professional development, workshops and in-service related to early childhood
- First aide/CPR training required

Qualifications:

- Is supportive of the purpose, principles and ministries of the Aldersgate United Methodist Church; and exhibits Christian values
- Understands and supports the goals and philosophy of Aldersgate Preschool Plus
- Ability to work well with children, parents, staff and the public; demonstrates and maintains productive and positive interpersonal skills
- Demonstrates an understanding of child development and how that relates to curriculum
- Has the ability to deal sensitively, effectively and confidentially with concerns of parents and/or staff and foster a respectful and professional relationship with both
- Has good communication skills; is comfortable giving presentations
- Has the skills that foster a positive working environment including but not limited to: leadership, the ability to delegate tasks, and the ability to adapt to changes
- Has the ability to assess the needs of children, parents and staff
- Has the ability to use good judgment and function well in a crisis situation
- Has the ability to anticipate and solve problems in a timely and effective manner
- Is able to multi-task
- Has basic working knowledge of word processing

Responsibilities:

Curriculum-

- Assist staff with classroom curriculum development, gathering materials, and research extension opportunities
- Coordinate with director areas of curriculum that could be improved – find resources, etc. to promote development
- Be an active participant in planning and participating in special child events/worship as well as coordinating staff participation:
 - Fall Festival – children’s activities

- Christmas Worship – children’s activities
- Ice Cream Social – classroom activities
- Children’s Worships (approx. Monthly) – Plan/present message
- End of the Year picnic – outdoors activities
- Assist director to manage classroom equipment and supplies, making necessary repairs or ordering replacements when needed
- Contribute a curriculum piece to the monthly newsletter in collaboration with the director
- Identifying staff needs for in-service opportunities; planning, presenting or assisting the director in providing such in-services
- Teach in class as determined by director and personnel committee – planning curriculum, etc.
- Give input for best use of special projects or purchases for fund-raising funds
- Assist Discovery Days staff during ease-in schedule
- Coordinate and prepare sensory table rotation/supplies
- Coordinate and prepare science/discovery table topics/supplies
- Assist with special projects/extra hands to divide small groups by skill levels (as available)

Staff-

- Provides ideas, models and assistance in managing children’s needs both personal and academic
- Assists director in conducting Lead Teacher meetings and Staff Planning meetings
- Coordinates collaboration among teacher teams (schedules rotation of shared equipment, etc.)
- Promotes and models effective teaching strategies to staff – planning and implementing one small group science in each preschool (approx. monthly)
- Assists staff with adapting and modifying curriculum for students
- Observe classroom teachers to provide objective observations (i.e. time/activity journals), written and oral feedback for personal growth and for use in reviews by the director
- Assist staff with student assessments
- Assist director in determining staff placement
- Assist the director in planning for, preparing and presenting the information at the August staff orientation meeting
- Present First Aide and Signs & Symptoms of Childhood Illness training for new staff and substitutes
- Maintains staff files with information relating to in-service requirements
 - Identify needs/topics for learning
 - Keep track of individual staff hours
 - Coordinate/arrange opportunities/classes
 - Lead presentations

- CPR and Safe and Sacred certification renewals

Program-

- Oversees general operation of the preschool in the extended absence of the Director.
- Help in classrooms, as available, during unexpected staff absences, situations that require extra help and other stressful opportunities
- Assist with office functions, as available, such as answering phone calls, giving tours, etc.
- Prepare conference handouts for parents that support identified skill development areas by teachers
- Oversee one week of summer camp in director's absence
- Parent resource/presentations when Parent Education events planned
- Assist with overall maintenance and supervision of the program, facilities (playground, gardens, building, paint, kitchen, snow), staff and children.