

Downtown Hampton Child Development Center

Curriculum and Resources Coordinator

Job Description

- Minimum of Bachelor's Degree in Early Childhood Education and Teaching Certificate
- Understanding and Maintaining of NAEYC and Virginia Quality Standards
- Experience in Early Childhood Education
- Experience as Supervisor, preferred
- Experience with Childcare databases, like Procure

The Coordinator assists the Program Director in maintaining curriculum excellence and represents the Program Director in her absence. In consultation with the Program Director and the Executive Director, the Curriculum & Training Coordinator will be responsible for the following duties:

1. Develop, implement and supervise curriculum plans for the Center. Plans will include appropriate activities promoting physical, social emotional, linguistic, and cognitive growth of all children enrolled. Ensure curriculum activities are appropriate in the classroom and meet NAEYC and the Virginia Quality accreditation standards.
2. Assist in recruiting, interviewing, selecting and making staff assignments. Work with staff through orientation and mentoring processes. Assist the Program Director in managing and supervising office & classroom staff and schedules.
3. Review teachers' lesson plans regularly and observe and evaluate all teaching staff during the school year. Assist Program Director with end of year evaluations.
4. Develop and manage a Parent Resource Center. Provide leadership to Parent Partnership activities. Plan, schedule, and conduct parent workshops and other events for families.
5. Plan, organize and provide staff development in-service training throughout the year. Ensure all health & safety policies and procedures meet highest licensing standards, including on the Center playground.
6. Provide educational resources to children, staff and families, including monthly newsletters, magazine articles, books, workshops, etc.
7. Meet with children and parents to discuss and develop plans of action to meet family needs. When appropriate, work with community partners to supplement needs for parents, children and our school. Monitor referrals to assist families in need including medical and physical needs.
8. Oversee PALS & other assessment screening by teachers.
9. Other duties as assigned.

The Coordinator will participate in educational opportunities that enhance their position (at least 16 hours annually) and will be expected to represent DHCDC at appropriate (development) activities and opportunities.

Other qualifications: works well as a team and independently, good written and verbal communication skills, inquisitive, self-starter, good computer skills (general Microsoft office).