



Martha's Vineyard Community Services, Inc.

Program Coordinator, Early Education and Care Center

## Job Description

---

### **Job Summary**

The Program Coordinator oversees the day-to-day operations of the Early Education and Care Center, which serves children ages 3 months – 5 years-old. The Program Coordinator is responsible for creating a warm, welcoming and responsive environment for children and families and fostering a supportive and collaborative culture amongst staff.

### **Job Responsibilities and Essential Functions:**

1. Provide pedagogical leadership, ensuring that the mission and philosophy are honored in all aspects of programming.
2. Support teaching teams in developing weekly curriculum plans, responding to the children's questions, ideas and interests.
3. Ensure that the classroom environments are safe, enriching and responsive to the unique needs of all children.
4. Guide the assessment process and support teaching teams in using developmental information to inform curriculum planning.
5. Facilitate family partnerships, overseeing the implementation of family engagement strategies throughout the year.
6. Coordinate classroom scheduling, ensuring that strong staffing patterns are maintained at all times.
7. Provide classroom coverage as needed.
8. Oversee the enrollment process, ensuring that open slots are filled in a timely manner.
9. Provide supervision to teachers, completing monthly observations/supervisory meetings and annual performance appraisals.
10. Coordinate monthly staff meetings and ensure that all required trainings are completed.
11. Ensure that all classrooms operate in compliance with all of the Massachusetts Department of Early Education and Care's regulations.
12. Oversee the USDA Food and Nutrition Service program, ensuring compliance with all regulations.

### **Qualifications:**

- ❖ Director I or Lead Teacher certification through the Massachusetts Department of Early Education and Care.
- ❖ Bachelor's or Master's Degree in Early Childhood Education preferred.
- ❖ Strong written and interpersonal communication skills.
- ❖ Ability to foster a collaborative, team-oriented work environment

- ❖ Compassionate, creative and energetic.
- ❖ Good physical and emotional health – “fit to work” letter from physician required.
- ❖ Able to supervise children visibly; climbing, bending, lifting (up to 40 lbs.) and moving quickly as needed.

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.