

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
Full Time**

POSITION TITLE

Assistant Director and Education
Coordinator

GRADE

12

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ORGANIZATIONAL UNIT

Child Care Center

REPORTS TO

Director of the
Child Care Center

APPROVED BY

Board of Directors
October 19, 2023

SUMMARY

The Assistant Director and Education Coordinator reports to the Director of the Childcare Center. The Assistant Director and Education Coordinator will oversee the program if the Director is absent. The primary function of this position is to provide training and supervision to teachers and staff to ensure the implementation of classroom instructional objectives, lessons, and strategies that are congruent with the needs of the children. The ideal candidate will be comfortable identifying and/or designing appropriate educational resources, including support and curriculum that aligns with the center's philosophy. This position will support staff in acquiring the skills and application of best practices to enhance the professional growth of staff in instructional practices for all children to raise the level of the children's achievement and to support the children in learning an essential skill that will contribute to their growth.

NATURE AND SCOPE

- Assists the Director with program responsibilities.
- Provides guidance in the development of curriculum.
- Assists in identifying and acquiring lesson resources.
- Observe and coach teachers in establishing best practices.
- Aids teachers in planning, writing, and implementing high-quality, content-rich lessons.
- Approve all lesson plans.
- Approve classroom supply/material requests from teachers and submit them to the Administrative Director for final approval.
- Guides staff in the implementation of a developmentally appropriate curriculum.
- Assists with planning and conducting professional development for staff.
- Ensures all staff members meet the training requirements set by licensing by tracking.
- Assists with end-of-the-year teacher evaluations.
- Ensures classroom coverage meets the ratio requirements. The Assistant Director and Educational Coordinator will sub in the classroom if a teacher is out.
- Assists teachers with coordinating parent-teacher conferences and supports parents based on their child's educational needs.
- Review all parent-teacher conferences before the teacher meeting with the parents
- Assists with the developmental assessments of the children.
- Act as the Director when the Director of the Center is out.
- Performs all work in accordance with governmental laws, state mandates, Center policies, and NYS OCFS licensing regulations.
- Attends appropriate meetings, workshops, and training sessions.
- Report any concerns for child abuse or neglect to the Director.
- Maintains confidentiality at all times.
- Responsible for related duties as assigned.

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REQUIRED QUALIFICATIONS

Bachelor's Degree in Early Childhood or Elementary Education or equivalent.

Minimum of three years teaching experience. Supervisory experience is necessary.

Current certification in First Aid and CPR is required. If a candidate does not possess certification at the time of employment, the incumbent must obtain this certification within three months of the appointment date. The incumbent must maintain valid certification for the duration of employment.

ADDITIONAL REQUIREMENTS

NYS OCFS background check and physical are required at the time of appointment.