



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: March 17, 2017

CLOSES: March 31, 2017

JOB TITLE: EARLY CHILDHOOD EDUCATION COORDINATOR

DEPARTMENT: GELC

REPORTS TO: ASSISTANT DIRECTOR

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

The Early Childhood Education (ECE) Coordinator is responsible for providing overall structure of the early childhood curriculum of the Center. The ECE Coordinator will develop and train teachers on required curriculum and provide on-going support during implementation.

Works with the staff to provide an enriched and nurturing environment for children and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for working closely with Lead Teachers and their classroom assistants to monitor and assess the effectiveness of teaching techniques and assist teachers with learning new and more effective teaching methods, lesson planning, scheduling, etc. to assure the staff has the necessary tools needed to meet the goals and objectives and continually improve the quality of care provided to the children.
2. Responsible for implementation and ongoing training with staff for Creative Curriculum, Conscious Discipline, outdoor classroom and Creative Curriculum Gold.
3. Monitors assigned activities and program components such as curriculum goals, work plans, STARS training, other education and training requirements; etc.
4. Periodically evaluates classroom curriculum and environment to ensure that it meets the guidelines set by GELC, CCDR and the Washington State Early Learning Guidelines.
5. Assists, oversees, and guides teachers in their lesson planning/curriculum to ensure plans are developmentally appropriate, culturally relevant, and promote individual growth and development.
6. Works with Behavioral, Guidance and Support Coordinator to create curriculum to meet the needs of children needing additional support in the areas of social, emotional and behavioral development in accordance with the center's educational goals and philosophy.

7. Coordinates with teachers, staff, parents, the Assistant Director and Director to plan daily schedules to provide a consistent and balanced program for the children.
8. Assists teachers in observing the children and makes frequent assessments of the quality of care the children are receiving.
9. Acts as member of teaching staff as needed.
10. Remains available to parents to discuss concerns about their children or programs of the center.
11. Notifies Director and/or Assistant Director about concerns with curriculum or a Lead Teacher's performance.
12. Coordinates with center staff to provide team teaching approach to childcare and problem solve any team issues.
13. Interfaces with Birth to Six staff and contracted consultants as needed.
14. Assists Director and Assistant Director as needed.
15. Acts as Child Care Assistant Director in his/her absence or in the absence of the Director.
16. Coordinates with administration team to maintain complex employee work schedules to ensure appropriate staffing ratios.
17. Ensures teaching staff remains compliant with applicable regulations, licenses, and job requirements.
18. Helps assess job performance of teaching staff with Director during annual reviews.
19. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position oversees the curriculum taught by the Lead Teachers and informs Child Care Manager and Director of any staff concerns.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

BA in Early Childhood Development or related field required or Associate's Degree from in Early Childhood Education, a minimum of two years experience in curriculum design, coordination and implementation, and a minimum of one year of supervisory experience in a child care setting is required. Prior successful experience working with children having social, emotional and behavioral deficits is required and just demonstrate a strong willingness to participate in additional training.

Must have knowledge and experience with Creative Curriculum and Creative Curriculum Gold.

Must be able to work in a culturally diverse environment and willing to learn about Puyallup History/Culture/Language.

Must be able to pass state background check clearance to work in a child care setting prior to employment and periodically during employment. Intermediate computer skills to assist in the development of curriculum is required.

No Suspensions, Last Chance Agreement (LCA). Dismissal or Demotion within six (6) months.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

- Food handler's permit required.
- TB Test, First Aid/CPR certification required.
- Must have and maintain a valid state driver's license and proof of insurance.

Other Skills and Abilities

- Team building approach, experience and knowledge, with an emphasis on positive managerial, organizational and administrative skills are required.
- Must be able to demonstrate an ability to create culturally relevant curriculum for the Center, with knowledge and experience of Native people, issues and culture.
- Strong professional skills are mandatory.
- Must be able to demonstrate an ability to remain flexible under sometimes stressful and challenging conditions.
- Must be able to handle stressful situations when dealing with distraught parents and children.
- Must be able to demonstrate an ability to react to changing situations quickly while exercising good judgment and decision making skills, including shifting tasks and priorities throughout the work day.
- Must be self directed, motivated, and punctual, with the ability to work both independently and in a team situation.
- Must be able to maintain confidentiality at all times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms, taste or smell; and talk or hear.
- The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually loud.
- The physical exertion is moderate.
- There are frequent employee, child and parent contacts and interruptions during the day.
- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat.
- Work is performed in a classroom setting.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*