

**COMMUNITY ACTION PLANNING COUNCIL  
JOB POSTING**

**Pre-k Assistant Coordinator**

**PROGRAM:** Pre-K  
**DEPARTMENT:** Early Childhood  
**CLASSIFICATION:** Academic/Full time/Non-Exempt  
**POSITION GRADE:** 5/6  
**PAYRATE:** \$14.23 per hour - Grade 5 (Associate in Early Childhood Education)  
\$15.52 per hour - Grade 6 (Bachelor's Degree in early Childhood Education)  
**JOB HOURS:** 32.5 hours per week  
**JOB LOCATION:** Community Action Planning Council's Universal Pre-K Programs in the Indian River School District, Watertown and Sackets Harbor School Districts  
**REPORTS TO:** Pre-K Coordinator

**JOB SUMMARY:** The Assistant Coordinator is responsible for assisting the Pre-K Program Coordinator who provides oversight for the Indian River, Watertown, and Sackets Harbor Programs. The Manager will help the Pre-K Coordinator with ensuring that the Master Teachers maintain a safe and developmentally appropriate pre-school classroom with the help of the Teacher Assistants and Teacher Aides. The Asst. Coordinator will also assist in classrooms or take the lead in classrooms when necessary.

**ESSENTIAL JOB DUTIES:** The major responsibilities of this position include, but are not limited to, the following:

**Ensure that education staff provide activities for the children in the following areas: initiative, language and literacy, music and movement, science and mathematics, social relations, creative art, self-help, and physical health and social/emotional development.**

- Assist the Coordinator in ensuring that teachers plan and implement developmentally appropriate activities for preschool children in all classrooms. Assist in ensuring that teachers submit lesson plans to the Pre-K Manager for recommendations and approval prior to the week of implementation.
- Assist the Coordinator in ensuring that teacher's complete written observations monthly of children in their respective classrooms for individualized planning and Child Progress Report.
- Assist the Coordinator in ensuring that the classrooms follow appropriate State Education Department guidelines for Health and Safety.
- Assist the Coordinator in ensuring that teachers model appropriate behavior for children.
- Assist the Coordinator in ensuring that teachers complete developmental screening for each child within 45 days of enrollment and utilize results in planning for individual needs of the child.
- Assist the Coordinator in monitoring Creative Curriculum implementation and accuracy of documentation in Teaching Strategies Gold

**Manage appropriate behavior of staff and classroom volunteers.**

- Assist the Coordinator in conducting orientation with new staff and volunteers.
- Observe classrooms upon the recommendation of the Pre-K Coordinator

**Utilize the communications system to assure timely information flow.**

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- Attend and actively participate in classroom team meetings as assigned. Pre-K team meetings monthly, Education component meetings/trainings as necessary, and other meetings as appropriate.
- Seek appropriate resources for resolution of questions, concerns, issues from staff and parents.
- Complete monthly report for the Pre-K Coordinator which includes but is not limited to information regarding meetings, observations, and classroom coverage.

### **Consistently provide program support activities that result in compliance with agency and contractual policies and procedures.**

- Complete and approve purchase orders for classroom supplies and food items for nutrition experiences as needed. Approve purchase orders for all classrooms. Submit to Head Start /Pre-K Director for approval.
- Review and approve employee electronic timesheets in the absence of the Specialist.
- Review and initial employee travel vouchers for assigned staff in the absence of the Specialist.
- Complete file reviews as necessary and provide feedback to the Pre-K Coordinator as needed.
- Be prepared to substitute in the classroom when there is a lack of outside substitutes.
- Assist the Pre-K Coordinator with the Aspire and Quality Stars New York process as needed.

### **Consistently upgrades skills as recommended to maximize potential in job performance.**

- Attend professional development trainings as recommended by supervisor.
- Maintain training logs to ensure that 15 hours of training annually in the areas of meeting the needs of special needs children, behavior management/discipline, health-safety-nutrition-first aid, communication between parents and staff, child abuse and maltreatment, principles of child development, and child day care program development.
- Complete training logs and submit to the Training Specialist as requested.
- Assist the PK Coordinator in monitoring all Pre-K staff's progress with staff development and ensure that training logs are completed and submitted to the Training Specialist.

### **EDUCATION:**

Grade 5 Position requires an Associate Degree in Early Childhood.

Grade 6 Position requires a Bachelor's Degree in Early Childhood or related field with 18 credits in Early Childhood.

**EXPERIENCE:** Four years of experience in an early childhood preschool setting and two years of supervision required.

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervising staff in the absence of the Pre-K Coordinator.

**COMPUTER SKILLS:** Basic personal computer skills that include the ability to send and receive email messages, post information to a database or spreadsheet, and perform basic word processing, and/or data entry. Ability to create spreadsheets, graphics, and reports using standard software applications. Computer software includes Microsoft Word, Excel and PowerPoint; Adobe Acrobat, Google.

**MENTAL AND VISUAL DEMANDS:** Requires close mental and visual attention to prepare and analyze data and figures; and perform work extensively on a computer.

**PHYSICAL DEMANDS:** Must be able to sit for prolonged periods of time not to exceed four consecutive hours, frequent talking and hearing, and repetitive motion of hands and wrists. Visual acuity to operate computer. Occasional standing, walking, finger manipulation to grasp, handle or feel different materials; pushing and pulling with arms and/or hands, reaching with arms or hands, crouching, bending, kneeling and climbing. Occasional lifting up to 40 pounds.

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**ENVIRONMENTAL CONDITIONS:** Job is performed mostly inside with some outside exposure (i.e. playground and field trips).

**WORK SCHEDULE:** Daytime hours may vary. Occasional evening hours required.

**EQUIPMENT USED:** Computer, printer, copier, telephone, fax, scanner, calculator.

**TRAVEL:** Frequent local travel during normal business hours; occasional overnight and weekend travel. Travel includes local, regional, multi-state and nationwide. Requires limited independent travel to off-site locations such as home visits, site visits.

### **SKILLS REQUIRED FOR THIS POSITION:**

- Strong working knowledge of child development.
- Ability to work with young children and adults.
- Excellent communication skills (verbal and written).
- Ability to maintain accurate detailed records.
- Strong organizational and time management skills.
- Ability to work as a member of a team and to cooperate with all Agency staff to provide quality programming for children and families.
- Ability to be non-judgmental in working with diverse families.
- Maintain confidentiality of program, staff and agency related information.
- Effective supervisory skills.

### **OTHER REQUIREMENTS:**

- 1) Satisfactory physical including TB test (Mantoux or Chest X-ray) before hire.
- 2) Must be able to provide independent transportation to perform job duties and maintain a valid driver's license throughout employment.
- 3) Preference is given to qualified in-house candidates.
- 4) Must have medical insurance or will be required to utilize Agency Fringe Benefit for health insurance coverage.
- 5) All employment is conditional pending receipt of fingerprint clearance from the NYS Education Department at the time of hire. Additionally, employees will be required to sign an affidavit annually which states that they have not been indicated with a child abuse or neglect case within the past year.
- 6) Community Action is a substance-free workplace. If required, employee must pass random, post accident, and reasonable suspicion drug testing.

**BENEFITS:** Academic schedule, paid school vacations, Agency Flexible Benefits Plan, and unemployment during the summer.

**TO APPLY,** submit updated resume, completed CAPC employment application form, and college transcript to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email [hr@cacjc.org](mailto:hr@cacjc.org). Application form is available at [www.cacjc.org](http://www.cacjc.org). Applications will be accepted until position is filled.

**EOE**