

The University of Texas at San Antonio

Job Description

Job Title: Early Childhood Education Coordinator
Code: 18126
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Child Development Center/Student Affairs
Reports To: Director of Child Development Center

Summary

- Function: To care for and educate young children in a child care environment and to act as the assistant director/supervisor in charge of programs and operations during the absence of the center's director.
- Scope: Responsible for providing quality child care by planning and implementing a developmentally appropriate program for children from infant to preschool-age. Responsible for supervision/oversight of program operations in compliance with Texas Department of Family and Protective Services Child Care Licensing-Minimum Standard Rules, and NAEYC Accreditation Standards during periods when the center director is off-site.

Duties

- Typical:
 1. Provide advice and guidance to teaching staff and other program staff.
 2. Open the building and/or close and secure the building.
 3. Assign part-time or other staff to cover classrooms so required ratios are maintained.
 4. Model appropriate teaching and operational practices for subordinates.
 5. Assist with monitoring and maintaining the CDC's, DFPS's, and NAEYC's regulations and standards.
 6. Represent the center in an administrative capacity in the absence of the director.
 7. Plan and implement developmentally appropriate activities for young children; verbally interact with children during daily routines; promote positive self-esteem.
 8. Maintain orderly arrangement, appearance and learning environments with in the classroom.
 9. Develop and implement daily schedules, lesson plans and classroom management techniques.
 10. Implement family style dining practices during children's mealtimes.

<ol style="list-style-type: none"> 11. Protect the health and safety of children; sanitize the environment as required; inspect classrooms and playgrounds for health/safety hazards; administer first aid as needed to the children. 12. Utilize appropriate direct and indirect guidance strategies to guide behavior. 13. Observe each child for developmental milestones; develop portfolios and records of developmental growth. 14. Attend and participate in parent conferences, encourage daily communication of children’s progress and implement learning opportunities to meet individual learning goals. 15. Complete departmental forms that record accidents, child medication, diaper chart, Child Care Services Division, attendance, meal count, etc. 16. Performs other duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Attend staff meetings, trainings and other work-related functions.

Education

Required	Preferred
Bachelor’s degree in Early Childhood Education, Child Development, Interdisciplinary Studies with Early Childhood Education major, or Child and Family Studies.	Master’s degree in Early Childhood Education or Child Development
At the department’s discretion additional experience may substitute for required education.	

Other Requirements

Required	Preferred
Thorough knowledge of: developmentally appropriate practices for young children, age birth to five years; the Texas Department of Family and Protective Services (TDFPS) Minimum Standards for Child Care Centers; the City of San Antonio Child Care Services Division; USDA Child and Adult Care Food Program; and the National Association for the Education of Young Children standards and criteria for accreditation.	N/A
Must obtain negative TB test.	
Must maintain current pediatric first aid and CPR certification and training required by the American Heart Association.	
Must complete 36 hours of annual training as required by TDFPS.	
Criminal Background Check (CBC) through	

UTSA Police Department and background clearance through TDFPS.	
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Experience

Required	Preferred
Three years of experience as a classroom teacher of young children, age birth to five years old, to include one year of experience as a lead teacher and six months of supervisory experience in a licensed child care center; OR, one year of experience as a lead teacher of young children in a child development center accredited by the National Association for the Education of Young children, plus at least six months of supervisory experience in a licensed child care center; OR, one years of experience as an assistant director of an NAEYC-accredited child care center.	N/A

Equipment

Required	Preferred
Personal computer, standard office equipment and standard classroom equipment.	N/A

Working Conditions

Usual	Special
Normal classroom conditions.	Occasional out of town travel.
Must be able to regularly lift 40 pounds with or without accommodation; occasionally lift 10 pounds over head with or without accommodation.	
Frequent stooping, squatting, bending, sitting, standing, crawling, dancing, rolling on the floor, and performing calisthenics.	Moves furniture and equipment which requires pushing and pulling heavy objects, up to 150 pounds.
Repetitive movements incurred during sweeping, mopping, vacuuming, wiping tables and furniture, washing dishes, etc.	
Stand for lengthy period of time.	

Supervision

Received	Given
General supervision from director.	Direct supervision of assigned staff and students.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.