

Education Coordinator

Position Summary: The Education Coordinator provides training and technical assistance to Teaching Staff, Site Directors and others to support the agency's early childhood development programs. The Education Coordinator contributes to the program goals and is responsible for the facilitation of the education component at all sites. It is the responsibility of the Education Coordinator to work directly with children, parents and staff and to maintain open communication with them in order to ensure a quality education program.

Responsibilities:

- Discuss agency curriculum with parents, and resolve issues or concerns.
- Facilitate special projects for the parents such as the Chicago Parent Program and the RIF Program.
- Provide education support services to families.
- Conduct classroom observations on a regular basis to ensure compliance with all City and State regulations, Head Start Standards and NAEYC accreditation standards.
- Ensure the classrooms complies with Creative Curriculum standards.
- Monitor education folders, ensuring all documentation and recordkeeping is completed in a timely manner.
- Monitor classroom portfolios and observations.
- Review lesson plans.
- Maintain positive attitude

Mandatory Job Qualifications:

- Master's Degree in Early Childhood Education from an accredited college or university, or Masters in a related field with teaching experience.
OR
- Bachelor's Degree in Early Childhood Education from an accredited college or university or Bachelor's in a related field with teaching experience. Gateways level 5 in ECE and Infant and Toddler.
- Excellent communication skills
- Flexible

How to Apply: Please forward resume to Beth Rivera at brivera@marycrane.org or fax to 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER