



mary crane CENTER

## Internal Job Announcement

### Education and Disabilities Support 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. The Education Coordinator will work directly with Teachers, and other staff to ensure all disability services are being provided to the student that is in the process of receiving services in the areas of education. Also ensuring that all procedures are being followed in the area of disabilities by the Monitoring Protocol.

#### **Duties and Responsibilities:**

- Plan the End of the Year Celebration in conjunction with the parents.
- Discuss agency curriculum with parents, and resolve issues or concerns.
- Facilitate special projects for the parents, and staff when needed.
- Support staff and parents for IFSP and IEP meetings when needed.
- Provide education support services to families.
- Conduct classroom observations regularly to ensure compliance with all City and State regulations, Head Start Standards, and NAEYC accreditation standards.
- Ensure the classrooms comply with Creative Curriculum standards.
- Monitor education and disabilities folders, to ensure that all documentation and recordkeeping are completed in a timely manner.
- Monitor classroom portfolios and observations.
- Monitor and Review lesson plans, screenings, and all other aspects of Education and Disabilities.
- Monitor education and disabilities purchases with the appointed budget at a time before purchase.
- Monitor education folders, document observations, and all meetings attended, especially individual and teaching team meetings and staff evaluations.
- Update educational forms, and order classroom and resource room supplies.
- Prepares and submits monthly reports adhering to contract obligations.
- Develop educational policies and procedures.
- Works closely with the Program Director and participates in a yearly self-assessment such as the Monitoring Protocol.
- Works closely with Site Directors to develop and implement timelines for future NAEYC accreditation and reaccreditation.
- Work closely with the Program Director, Director of Education, and other content area specialists.
- As the Education and Disabilities, coordinator will ensure the required program of services for children and families for education and disabilities are being implemented and monitored regularly. Oversee target disability enrollment numbers and referral packets once complete.
- Other duties as assigned.

#### **Mandatory Job Qualifications:**

Master's Degree in Early Childhood Education from an accredited college or university, or Master's 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. *Must have Gateways Level 5 in ECE and IT*

**How to Apply:** Please forward your resume to Rivera at [brivera@marycrane.org](mailto:brivera@marycrane.org) or fax to 773-242-2881.

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