

JOB TITLE: Curriculum Coordinator

DATE: 10/22

REPORTS TO: Executive Director

DEPARTMENT: Cornerstone Preschool

FUNCTION/OVERALL OBJECTIVE: To support the Directors in all areas of curriculum and other areas designated by the Directors. To carry out the overall philosophy of the school and church.

GENERAL RESPONSIBILITIES AND AUTHORITY

DUTIES:

- Know state licensing guidelines and requirements.
- Maintain and comply with accreditation guidelines and requirements, if applicable.
- Keep abreast of new research and developments in education and child development.
- Maintain all curriculum books and be knowledgeable about the books in the school library that also enhance all themes and units.
- Maintain a professional library and participate in related professional and community organizations.
- Plan and equip space, indoors and outdoors, keeping an inventory of equipment and supplies.
- Prepare information for staff meetings in curriculum areas.
- Be available to teachers to assist with classroom management, parent involvement and areas of concern.
- Create and assign parents opportunities to volunteer and be involved with the Preschool program.
- Be available to counsel with parents involving curriculum distinguishing the different goals and focus of each age level.
- Know what is happening in classrooms by establishing a relationship, which allows your presence comfortably.
- Be able to perform classroom observations.
- Be aware of children with special needs and adapt the program when possible and refer to appropriate agencies as necessary.
- Know community resources when referral is needed to help families with physical or emotional problems.
- Be able to explain the weekday program to groups within the church and community.
- Know community resources that will enrich the curriculum and provide sharing experiences among children and community.
- Plan and support the yearly curriculum used by all age levels.
- Help plan and prepare Inservice.
- Review and organize lesson plans prepared by the teachers.
- Work with supply coordinator on monthly supplies purchased to support planned curriculum.
- Work with age levels organizing and planning, following Minimum Standard Guidelines.
- Update the curriculum schedule each year, provide teachers with blank schedules, and make changes as determined at May planning.
- Prepare information for staff meeting in curriculum area.
- Assist in planning orientation for families.
- Organize, plan, and implement special school events.
- Participate in community events which highlight advocacy for children and families.
- Notify the Executive Director as soon as possible when unable to be at school.

- Development of developmentally appropriate curriculum including:
 1. Write new if needed for all age levels.
 2. Help teachers find new ideas for themes and units.
 3. Keep file on lesson plans, newsletters, and calendars.
 4. Maintain and evaluate newsletters/calendars, working with teachers for timely distribution to parents. Confer with teachers if needed, regarding accuracy with calendars/newsletters.

ADMINISTRATIVE DUTIES

The Curriculum Coordinator must fill in when the directors are absent.

RESPONSIBILITIES:

The Curriculum Coordinator is responsible for assisting the Executive Director in meeting all required guidelines to satisfy State Licensing. This means keeping curriculum age appropriate, as well as maintaining excellent standards of health and safety when approving curriculum plans. The Curriculum Coordinator will oversee any area designated by the Executive Director.

LEVEL OF SUPERVISION:

The Curriculum Coordinator reports directly to the Executive Director.

LEVEL OF POLICY DECISION:

The Curriculum Coordinator can recommend policy changes and may be asked to help in the implementation of new policies.

RELATIONSHIPS/MANAGEMENT:

The Curriculum Coordinator must be able to interact with the Directors, Preschool Staff, Church Pastor, and the Board of Directors. The Curriculum Coordinator may be asked to report at various meetings and church committees when needed.

PERSONAL REQUIREMENTS/EDUCATION:

The Curriculum Coordinator must have four years' experience in early childhood and/or Teaching Certification or a CDA certification that meets the state licensing requirements. Must be able to maintain a high level of confidentiality. Must be organized, methodical and able to multi-task efficiently with many disruptions.

EXPERIENCE:

The Curriculum Coordinator must have experience working in a licensed daycare center or accredited school. This person must meet state licensing requirements for criminal history check and state approval. This person must have the ability to manage both people and resources efficiently and graciously.

TRAINING:

The Curriculum Coordinator must complete a minimum of 24 hours in Early Childhood Education each calendar year, in addition to CPR & First Aid.

PHYSICAL REQUIREMENTS:

The Curriculum Coordinator must pass a Tb screening when hired.

PAY STATUS:

The Curriculum Coordinator's salary is paid monthly and is set annually by the Executive Director.

Signature: _____ **Date:** _____