

Mabank ISD
Early Childhood Program Coordinator

Position: Full-time Early Childhood Administrator of all MISD Early Childhood Programs including

- Pre-Kindergarten Classes
- Head Start
- PPCD
- MISD Employee Childhood Development Center

The program administrator is the individual responsible for planning, implementing, and evaluating, an early care and education program. The role of the administrator covers both leadership and management functions. Leadership functions relate to the broad view of helping an organization clarify and affirm values, set goals, articulate a vision, and chart a course of action to achieve that vision. Managerial functions relate to the actual orchestration of tasks and setting up systems to carry out the organization's mission.

Functions of the program administrator include:

- *Pedagogical.* Creating a learning community of children and adults that promotes optimal child development and healthy families.
- *Organizational and Systems.* Establishing systems for smooth program functioning and managing staff to carry out the mission of the program. Planning and budgeting the program's fiscal resources. Managing organizational change and establishing systems to monitor and evaluate organizational performance.
- *Human Resources.* Recruiting, selecting, and orienting personnel. Overseeing systems for the supervision, retention, and professional development of staff that affirm program values and promote a shared vision.
- *Collaborative.* Establishing partnerships with program staff, family members, and community members to design an improve services for children, and their families.
- *Political.* Advocating on behalf of high-quality services to meet the needs of children and their families.

Credentials/Minimum Requirements:

1. Holds a graduate degree of at least (a Masters Degree) in a field related to early childhood education.
2. At least 5 years teaching experience in an early childhood classroom.
3. Holds early childhood certification in the state of Texas.
4. Mid-Management Certification

Administrative Responsibilities

1. Compliance with all applicable health, safety, and licensing regulations.
2. Compliance with policies adopted by the Mabank ISD School Board and the Texas State Board of Education.

3. Keeping records that pertain to the administration of all MISD Early Childhood Programs.
4. Develop the school's master schedule and monthly calendar.
5. Develop and implement a long-range plan for school development moving toward a *School Readiness Program*.
6. Supervision of the management of classroom schedules.
7. Scheduling the responsibilities of the teaching staff.
8. Planning and equipping indoor and outdoor areas.
9. Scheduling the use of shared classroom space and equipment.
10. Work collaboratively with other facility administrators concerning shared space.
11. Selection and ordering, or supervise selection and ordering of, all curriculum materials.
12. Continuing professional development in order to be aware of current and emerging trends in the field of early childhood education.
13. Move program through the NAEYC accreditation process

Programming

1. Planning and supervision of all aspects of curriculum.
2. Conduct annual review of school curriculum in regards to NAEYC and School Readiness standards. Revise and update curriculum as needed to ensure that it promotes the very highest of standards of academic excellence.
3. Organizing procedures for the management of children's programs.
4. Planning for the evaluation of students in regard to progress, abilities and special needs.

Fiscal Responsibilities

1. Preparing annual budget, in coordination with the Assistant Superintendent of Business.
2. Operating the school within approved budgets.
3. Purchasing and managing distribution of supplies and equipment.
4. Keeping inventory records on a class by class basis.

Faculty and Support Staff

1. Supervising faculty and staff.
2. Conduct monthly (or more frequent) staff meetings.
3. Maintaining a professional library for teachers.
4. Planning and implementing procedures for in-service training for professional growth in conjunction with office of Curriculum and Instruction.
5. Planning and implementing procedures that leads to wholesome interpersonal relationships between staff members.
6. Implementing procedures for meeting with individual staff members to solve problems that may arise.

7. Observe and, at least twice per year, evaluate, and provide assistance to individual teachers in an effort to improve classroom instruction.

Parents

1. Maintaining an active system of parent/school relationships.
2. Planning the orientation for parents and students to provide an insight to our school policies and procedures.
3. Enhances school program of communications with parents that includes regular flow of information to parents via the parent handbooks, correspondence, newsletters and conferences.
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5. Respond promptly to parents and teachers who express concerns or make inquiries, and follow up where appropriate.

Community Relations

1. Welcome and greet visitors to the school. Make visit pleasant and worthwhile.
2. Attend and participate in professional conferences, organization of lectures and other educational events.
3. Share knowledge of community resources to support family wellness.
4. Support families as valued partners in the educational process.
5. Advocate on behalf of young children, their families, and the profession of early childhood.