



POSITION ANNOUNCEMENT

Department: Child Care
Job Title: Education Coordinator
Reports to: Director of Child Care

OPEN DATE: September 3, 2019

Basic Function:

Erie Neighborhood House, a progressive social service agency serving the Chicago metropolitan area and dedicated to promoting a just and inclusive society, is seeking an Education Coordinator. The Education Coordinator's basic function is to supervise the development, planning, implementation and evaluation of the Early Childhood Education program curriculum.

Position Responsibilities

- Ensures quality child observations are entered in Teaching Strategies Gold (TSG) in a timely manner
- Approves all Center lesson plans and gives teachers timely feedback on lesson plans
- Creates and follows a system for ongoing monitoring of lesson plan completion and entering observations in TSG
- Creates professional development plans with teaching staff, monitors progress on professional development goals and seeks professional development opportunities for teaching staff
- Provides support in terms of coaching, modeling, and ensuring that professional development opportunities meet staff needs
- Completes monthly classroom observations focused on teaching practice and classroom management and gives feedback in a timely manner
- Meets monthly with Director of Child Care for supervision and support, updating on staff/program issues and concerns
- Participates in transition meetings for children
- Participates in the Chicago Benchmarking Collaborative
- Meets monthly with teaching staff for coaching
- Participates in all job related meetings or seminars as well as agency required meetings
- Participates in the recruitment of children and families for Erie Neighborhood House programs
- Ensures that the program is in compliance with DCFS licensing standards, NAEYC standards, Head Start standards, and Chicago Early Learning requirements
- Works with staff to maintain NAEYC accreditation and the ExceleRate Circle of Quality
- Assists in completion of the annual community assessment, self assessment, and management plans
- Attends monthly DFSS Education Advisory Committee meetings
- Responsible for the annual revision of the center's school readiness goals
- Maintains a current Illinois Gateways Registry membership
- In the absence of the Site Director, assumes responsibility for the day to day operations of the center
- Other duties as assigned

Position Requirements

- This position requires a baccalaureate degree or advanced degree in Early Childhood Education with Type 04 certification or equivalent issued by the Illinois State Board of Education preferred
- Minimum of three years teaching experience in a preschool or kindergarten setting
- Illinois Gateways Director's credential Level II
- Demonstrates the following qualities: self motivated, self directed, follows directions, makes good judgments, and is creative, reliable and dependable

- Exhibits sincere interest in working with children and families
- Upon offer of employment, must complete all forms related to employment including Erie's application for employment and must provide three letters of recommendation
- Must complete all DCFS forms, including a criminal background check, fingerprinting, and a child abuse and neglect background check

Compensation Range: \$ Commensurate with experience, plus excellent benefit package!

Please forward resume, cover letter, and list of three professional references by Friday, August 30, 2019 to:

Gloria Razo, MSW
Staff Development Manager | Human Resources
Erie Neighborhood House
1701 W. Superior St.
Chicago, IL 60642 **send via**
Email: resumes@eriehouse.org

NO TELEPHONE CALLS PLEASE!
ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER
ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION
RECOGNIZED BY THE DEPARTMENT OF JUSTICE
UNITED WAY MEMBER