

# Child Development Coordinator

Greater Opportunities for Broome and Chenango

Norwich, NY

Education Coordinator

Full-time

Onsite

\$24.50 - \$24.50 an hour

Posted on May 29, 2025

---

## Organization Statement

We help our surrounding communities with comprehensive services that include emergency assistance, advocacy, early education, and safe and affordable housing. The braiding of community resources and the building of effective partnerships, serves as the cornerstone for the foundation and success of our agency.

## Job Description

Responsible for the supervision of Teacher/Directors, Teaching Assistants, Special Services Aides and Classroom Aides. This individual ensures compliance with federal, state and local regulations.

## Responsibilities

1. Acts in accordance with the Greater Opportunities for Broome and Chenango, Inc. Mission Statement and abides by its Standards of Conduct.
2. Assists the Head Start Director in ensuring that the program meets all federal, state and local regulations.
3. Demonstrates a work ethic that recognizes and supports persons of varying socio-economic, ethnic, cultural and educational backgrounds.
4. Works within a team to plan and administer a comprehensive program of services.
5. Interacts and communicates effectively with co-workers, customers and community members in a professional and respectful manner.
6. Immediately reports child abuse/maltreatment to the New York State Central Registry and appropriate administrative staff.

7. Maintains confidentiality of information regarding children, families, staff, and program issues.
8. Follows the established procedure when “calling in” due to illness or for use of leave time.
9. Participates in all required meetings and trainings and shares information with colleagues as appropriate.
10. Drives program vehicles and transports families as necessary.

**Essential Duties:**

1. Manages personnel functions of staff. Screens applications, interviews, hires, trains, supervises, and evaluates performance of staff members.
2. Provides modeling, coaching, training, and assistance to help child development staff increase their skill levels and knowledge base.
3. Conducts and documents at least two center observation visits monthly. Provides feedback, resources and support to staff.
4. Obtains and maintains CLASS Reliability, and ECERS and Practice-Based Coaching Certification. Uses the CLASS and ECERS instruments to offer professional development/practice-based coaching for classroom education staff.
5. Supports staff in using the Teaching Strategies Gold Child Portfolio System.
6. Reviews weekly anecdotes and weekly lesson plans to ensure that all areas of development are incorporated and that individual planning for children is occurring. Offers feedback to staff.
7. Reviews all child screenings and participates in child and family reviews with other coordinating staff.
8. Monitors disabilities concerns and referrals to the CPSE. Assists staff and parents in the CPSE process to ensure children receive needed services.
9. Enters disability information into the database for tracking purposes. Monitors IEPs to ensure the most recent plan is on file. Ensures a current release of information is on file. Tracks children receiving special services.
10. Monitors developmental and social emotional screenings to ensure they meet the 45-day requirement.
11. Monitors teacher/director educational home visits and parent/teacher conferences to ensure two of each is completed each year.

12. Develops a Mental Health Consultant schedule to ensure site visits/observations occur twice yearly. Ensures staff and families are made aware of the schedule and the consultant's role.
13. Reviews, forwards, and tracks mental health consultant referrals for children in assigned sites.
14. Supports classroom staff with positive behavior planning in the classroom and ensures program procedures are met. Meets with staff and parents to implement the plan, as necessary.
15. Submits required documentation to the Office of Children and Family Services (OCFS) for site renewals and ensures that facility inspections (fire, boiler etc.) are completed as required. Ensures the most current OCFS compliance history is posted at the site, along with other required documents to post.
16. Maintains and monitors QRIS (Quality Stars NY) status for assigned sites.
17. Monitors and assists staff with requirements for membership in ASPIRE. Enters training information into ASPIRE. Meets monthly with the Quality Stars NY specialist to provide program enhancements/needs.
18. Ensures that supplies and learning materials are ordered for each assigned site/option, as needed.
19. Reviews and updates policies and procedures related to child development. Ensures they are reviewed and approved by Policy Council.
20. Aggregates and analyzes child assessment data to identify, maintain and evaluate school readiness outcomes for children and the program. Shares data with staff.
21. Completes monthly or quarterly reports as needed, submits them to the appropriate administrative personnel and shares with Policy Council and the Greater Opportunities, Inc. Board of Directors as required.
22. Assists with the completion of the annual self- assessment, community assessment, PIR Report and the Head Start Annual Report.
23. Participates in weekly administrative staff meetings by sharing information and ideas.
24. Completes additional tasks as assigned by supervisor.

## **Qualifications**

- Bachelor's Degree in Early Childhood Education, Special Education or Elementary Education with at least 61 documented credit hours of Early Childhood Education coursework is

required.

- Previous experience as a Preschool Classroom Teacher is necessary and two years of employment supervising/ mentoring early childhood educators. Certification as a CLASS and ECERS Observer is preferred.

**Supervisory Responsibilities:** This position supervises Teacher/Directors, Teaching Assistants, Special Services Aides and Classroom Aides.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## **Application Instructions**

Apply online: <https://secure.entertimeonline.com/ta/OPPC.careers?CareersSearch=&lang=en-US>