



# Early Childhood Education Coordinator

FLUCP Inc. DBA Happiness House

Geneva, NY 14456

Education Coordinator

Full-time

Onsite

\$50,905 - \$63,689 a year

Posted on March 18, 2026

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## Organization Statement

What happens here changes lives forever!

## Job Description

### Early Childhood Education Coordinator

**Location:** Geneva and Canandaigua sites

**Pay Range:** \$50,905-\$63,689 per year

*The listed base pay range is a good faith representation of current potential base pay for successful applicants. It may be modified in the future. Pay is determined by factors including experience, relevant qualifications, internal equity, and location.*

**Position Type and Expected Hours of Work:** This is a Full Time/12 Month position (35 hours per week) - Monday through Friday, 8:00am-3:00pm. Evening work may be required as job duties demand.

**Summary/Objective:** Creates and maintains a structured and effective program and safe environment that provides for the individual development needs of the children. Provides mentoring, instruction and training to Early Childhood Education Teachers.

## Required Education and Experience

1. Master's degree in Special Education or Early Childhood Education with NYS certification in Childhood Education. Early Childhood Certification (Birth-Grade 2) preferred.
2. Experience working with young
3. Knowledge of child development and student learning.
4. Knowledge of content and instructional planning and implementation.
5. Proficient computer skills with knowledge of Microsoft Office programs.
6. Must have demonstrated commitment to performing job duties and tasks at a high level of performance.

### **Competency Requirements**

1. Strong Collaboration Skills.
2. Strong Leadership Skills.
3. Effective Communication Skills.
4. Time Management Skills.
5. Effective Classroom Management Skills.
6. Behavior Management Skills

### **Essential Functions:**

1. Imparts agency philosophy of "Equal Opportunity, Independence and Realization of Individual Potential" to children, families, program staff and community resources.
2. Maintains confidentiality of information relating to individuals and their families in accordance with agency policy.
3. Ensure a meaningful and individualized educational experience for all students.
4. Assists in Coordinating developmental assessments to all students to gather data to determine how to meet individual development needs of the children.
5. Works with the Special Education Teacher to coordinate a structured program and safe environment that provides for the individual development needs of the children.
6. Facilitates the implementation of district driven UPK curriculum(s), NYS Learning Standards, as well as additional curricula including Social Determinants of Health (required by the agency and cooperating community-based entities) into daily classroom practices and procedures.

7. Consults with teachers within the UPK programs, offering peer coaching and suggestions/strategies for addressing the needs of specific children and situations in conjunction with Program Directors.
8. Provides assistance and support to teachers with regard to UPK data base systems, documentation and benchmark information, as well as additional district-based program requirements.
9. Monitors and supports teachers in the development, implementation and analysis of data collection to drive instruction.
10. Mentors and trains new UPK/4410 staff members as needed for classroom cohesiveness.
11. Assists the Program Directors with teacher observations and staff performance reviews.
12. Attends all team, discipline and staff meetings as designated/needed.
13. Understand their role as a NYS Mandated Reporter
14. Participates in conferences, workshops, department meetings and in-service training as needed or recommended to enhance job skills and personal growth and development.
15. Adheres to agency's policies and procedures as well as department guidelines.
16. Coordinates the educational curriculum for children's program within the assigned site, in conjunction with the Program Director.
17. Facilitates the development of a consistent and appropriate curriculum for use in classroom or in the agency (development of cohesive curriculum)
18. Promotes integration and inclusion models.
19. Acts as consultant to other teachers in program, offering peer coaching and/or suggestions and ideas for working with specific children and situations.
20. Demonstrates leadership ability by setting goals, prioritizing needs and collaboratively finding possible solutions to program needs.
21. Provides assistance and support to teachers with regard to the Annual Review and paperwork process.
22. Provides coaching and possible teaching for parents in high transition times such as EI to PS or PS to CSE
23. Communicates needs, concerns and strengths of department to Program Director regularly.
24. Meets with teaching staff regularly, in conjunction with site Director, to assure appropriate and accurate exchange of information.

25. Assures the Agency guidelines comply with all applicable N.Y.S. and local regulations and Federal Performance Standards.
26. Mentors and trains new staff members
27. Carries out Agency policies and procedures and communicates these to staff members.
28. Performs other duties at the discretion of the Program Director or his/her designee.

**Other Duties:**

- Assist teachers with any evaluation training/observations
- Attend CPSE Meetings
- Assist Director with Annual Review process as needed
- Provide Tours as needed
- Check IEPs and STACS
- Enter data on the CPSE portal
- Assist with enrollment of new students in conjunction with Director
- Provide direction to/management of projects with administrative assistants

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Supervisory Responsibility:** Supervises Paraprofessionals, Teaching Assistants and Teacher Aides

**Work Environment:** This job operates in a preschool classroom environment. This role routinely uses standard office equipment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds

and occasionally lift and/or move objects up to 30 pounds.

**Travel:** Travel is primarily local during the business day but employee may be expected to work at any of our partner agencies. Travel to Canandaigua and Geneva for observation and work at both preschool sites will be necessary. Some out-of-the-area and overnight travel may be expected.

**EEO Statement:** The agencies are equal opportunity employers. We do not discriminate against employees or applicants in the hiring, promotion, compensation, placement, termination, layoff, recall, transfer, leaves of absence or any other term or condition of employment on the basis of race, color, religion, sex, sexual orientation, gender orientation/identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, domestic violence victim status, prior arrest and conviction records or any other protected category in accordance with applicable federal, state and local laws.

## **Responsibilities**

### **Essential Functions:**

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**Qualifications**

**Required Education and Experience**

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**Competency Requirements**

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  3. Effective Communication Skills.
  4. Time Management Skills.
  5. Effective Classroom Management Skills.
  6. Behavior Management Skills
- **Minimum Education Level:** Master's Degree
  - **Preferred Education Level:** Master's Degree

## Application Instructions

Complete our online application by visiting the following link:

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=7094690](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7094690)