

Job Description: **EDUCATIONAL PROGRAM COORDINATOR**

The Washington Market School is an early childhood center in Lower Manhattan serving over 300 children aged 2-5. Our school incorporates Dr. Maria Montessori's principles with the influence of the Reggio Emilia Approach. We are an ISAAGNY non-profit school with 50 teachers, committed so serving as a community of learners. Our parent body is generous and dedicated to the work of the school. Please visit our website to learn more about our program: <http://washingtonmarketschool.org>

The Educational Program Coordinator will be both a director who is responsible for the supervision and coordination of the WMS Afterschool, Breakfast Club, and Summer Programs as well as serve as the educator who assists our teachers with Reggio Emilia and Montessori curriculum planning. This position will also monitor our teachers' compliance with city and state certifications and licensing. To this end, the EP Coordinator will develop, implement, and track ongoing professional development trainings by the NYC Department of Health and other governmental guidelines.

This position will be a creative and supervisory educational leader, working with all teachers, our two Site Directors, and reporting to the Head of School.

Qualifications

- A Masters Degree in Education and a current NYS license is required.
- Minimum two years of early childhood classroom teaching
- Knowledge of Aspire and Article 47 Professional Development requirements
- Understanding of Montessori and Reggio Emilia philosophies
- Ability to work closely with staff, children and program parents to set an example of leadership and empathy.
- Capacity for excellent judgement and problem solving-skills

Duties and Responsibilities

- Develop and plan appropriate activities that reflect program goals daily
- Assist with training and supervision of staff
- Ensure that all enrolled program children have current health forms
- Serve as prime communicator for families enrolled in these programs
- Manage all staff absences and supervise substitute teachers
- Assist in planning and ordering all program supplies
- Coordinate field trips and special events for these programs
- Maintain accurate records of child and staff attendance
- Communicates daily information with teachers and educational leaders
- Works with business Office to help create and monitor an accurate budget
- Perform teacher responsibilities when needed

Work hours and compensation

The position of Education Program Coordinator is a full-time position and the hours are 10:00am-6:00pm. Salary is commensurate with experience.

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