

PROGRAM COORDINATOR (VIRIGNIA MARX CENTER)

DISTNGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position located in the Academic Affairs Division of Westchester Community College, is responsible for the overall management and operation of the Virginia Marx Children's Center, which provides educational and daycare services for children of students, faculty, and the surrounding community. Responsibilities involve the overall management and operation of the Center to include curriculum development and implementation; budget preparation and administration; facility management, and supervision over a large staff of Teacher Assistants and Teacher Aides to ensure the appropriate implementation of teaching methods for children ranging in age from infancy to pre-school. Work also involves assessing early intervention needs; serving as an advocate for parents in dealing with school systems and/or the Department of Social Services, and ensuring compliance with, and maintaining detailed records on a variety of federal and state guidelines to protect the health and welfare of children and staff. This class is distinguished from the Program Administrator (WCC) classification by the scope and complexity of assignment, the supervision over a large staff providing educational services, and the intricacies associated with the pedagogical development of preschoolers, toddlers and infants. Supervision is exercised over program staff, Teacher Assistants and Aides, and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the activities of the Virginia Marx Children's Center by developing early childhood curricula consistent with the nationally recognized Reggio Emily approach;

Ensures the implementation of developed curricula by supervising numerous teaching staff; advises and counsels staff on best teaching practices; addresses classroom issues as they arise and implements corrective actions plans when necessary;

Hires program and teaching staff to ensure program support and appropriate student/teacher ratios; supervises and evaluates subordinates by monitoring overall Center and classroom activities; evaluating classroom activity reports for each child, and discussing any issues involving the pedagogical development of children as they arise;

Works with teaching staff on assessing early intervention needs, discusses children in need of services, and advocates on behalf of parents with schools and/or the Department of Social Services in the development and implementation of early intervention plans;

Keeps detailed records on all required regulatory compliance measures set forth at the federal, state and local levels; ensures the maintenance of all records and appropriate access for auditing purposes; works with auditing bodies to ensure mandated reporting documentation meets standards;

Directs the daily reporting of student activity for all classrooms; keeps records of same; provides records to schools, parents or the Department of Social Services, as required and/or requested;

Develops and administers the Center's self-sustaining budget; works with Business Office staff as necessary and in order to submit budget requests, and in the review of Center revenue and expenditures;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Ensures compliance with regulations set forth by the New York State Office for Children and Family Services, the Westchester County Department of Health, the Occupational Safety and Health Administration, the New York State Child and Adult Care Food Program, and the National Association for the Education of Young Children;

Works with Academic Deans and department chairs of the College's psychology, dietetic and early childhood education programs in the implementation of internship opportunities offered by the Center; ensures students participating in internship programs are given appropriate classroom activities to learn and to meet all program requirements as set forth by the department chairs of the respective programs;

Prepares detailed classroom activity reports and other mandated and statistical reports and other performance measurement and facility management reports as mandated by federal, state and local agencies, as well as complying with the College's mandatory reporting procedures;

Manages the Center's facility by ensuring classrooms are properly maintained by the College's Physical Plant; contacts Physical Plant staff when needed to ensure the facility is clean and safe for students and staff, that classrooms are set up appropriately, and that all building systems such as heat and air conditioning are functioning properly;

Uses automated systems or other computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of educational program administration; thorough knowledge of the Emilio Reggio approach to teaching; good knowledge of federal, state and local regulatory standards and compliance measures and the implementation thereof to ensure Center operation; ability to plan and supervise the work of others; ability to communicate, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; ability to get along with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and five years of experience in the field of education or educational administration, two years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's degree* may be substituted for each year of the experience. There is no substitution for the supervisory experience

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.