

## Preschool Program & Site Coordinator

### Job Description

---

Department:	Education
Reports To:	Assistant Director, Preschool Education
Salary Range:	Ten Months per year – Mid August to following Mid June Non Exempt - \$16.01 - \$17.07 p/h – DOE

---

### Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

---

### Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children and staff. Is positive, open to receive and provide constructive feedback in efforts to build a strong team.
- Demonstrate adaptability by embracing change as an opportunity for improvement, not as a barrier. Is flexible, open to new working methods and is taking continuous initiatives to adapt to Denise Louie's fast-paced environment.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation. Takes the initiative to identify and address opportunities for professional development.
- Maintain positive, compassionate and respectful working relationships with families and employees from a diverse cultural background.
- Demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. The individual is reliable, meeting both individual and agency goals on time.
- Display respect by communicating with staff, families and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives and support children on their individual growth plans.
- Demonstrate a passion for the community served, and the mission and values of Denise Louie. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.
- Proactively seek new opportunities to learn and develop new skill-sets in response to a changing environment. Committed to learn new things and becoming knowledgeable in the field to meet the needs of families and children.

## General Description of Duties:

Under the direction and supervision of the Assistant Director, Preschool Education and in coordination with other DLEC managers and staff, the Program & Site Coordinator provides direct support to the operations primarily at the Beacon Center. The Program & Site Coordinator may also provide support to the International District and Lake Washington preschool sites.

## Skills, Competencies, and Experience

- An AA, BA or advanced degree in early childhood education preferred; or,
- An AA, BA or advanced degree in another field.
- Two year prior experience in providing office support services or related field.
- Computer proficiency: MSOffice, internet.
- Basic office equipment proficiency: copy, fax, voice mail etc.
- Excellent oral and written communication skills.
- Excellent organizational and time management skills.
- Ability to prioritize and follow-up on assigned tasks in a fast paced environment.
- Ability to interact positively with a varied clientele; in person, or on the phone.
- Ability to complete complex projects independently.
- Ability to anticipate and respond to needs of managers, and agency.
- Ability to quickly learn Head Start and DLEC systems and requirements.
- Ability to work flexible schedule, including some evenings and weekends.
- Bilingual in English and another language preferred

---

## Accountabilities

### **Facilities/Operations/Site Coordination**

- Orient substitutes to site and classrooms in coordination with Education Supervisors.
- Answer phones, direct calls, take message, greet families, give program information & ensure front desk coverage at all points in time.
- Maintains conference room schedule.
- Creates holiday closure signs for all sites and posts closure signs at the Beacon Hill Center.
- Oversees visitor sign-in binder and monitors entry.
- Checks site to ensure needed operational supplies are always available.
- Manage site door codes.
- Submits maintenance requests and ensures completion of items—escalates large concerns to ensure licensing compliance.
- Receives orders, checks for accuracy, ensures property signatures, and sends invoices to proper staff.
- Receives and disseminates mail, both USPS and interoffice mail.
- Facilitates bimonthly site meetings.
- Finds substitutes for teachers, cook, and self.
- Assist with Policy Council Meeting Set-Up.
- Follow procedures for emergencies and natural disasters. Ensure that disaster and emergency plans are posted. Review plans with staff regularly and make sure new staff are aware of emergency procedures.
- Make sure that the emergency preparedness materials/earthquake supplies, first aid and disaster kits are purchased, clearly labeled and assure all staff is aware of their availability. During the course of the year, inform new staff about the location and availability of emergency supplies.
- Maintains a Parent Resource area and ensures that all displayed information is regularly updated and current.

**Ordering:**

- Checks site to ensure needed classroom supplies are always available.
- Submits Costco and Office Depot bi-monthly orders.
- Purchase additional supplies as needed for classroom/site.
- Purchase materials and order food for classroom meetings, birthday celebrations and end of year celebrations.
- Just for Beacon - oversee Smith Brothers/milk orders.

**Parent/Families**

- Greet all family and visitors; provide tours to prospective families.
- Complete initial pre-screen of prospective families and pass information to the enrollment team.
- Document and escalate parent concerns to Assistant Director.
- Document attendance phone calls in COPA.

**Reporting**

- Create, distribute, track, review, copy and file meal/attendance for all sites.
- Complete CACFP Study Month & monthly CACFP submittal.
- Create, distribute, track, review and file sign-in sheets for all sites.
- Create and distribute menu.
- Create and distribute monthly homework activities with in-kind sheets.
- Complete needed PPVT recording sheets—2X a year for all sites.
- Add all children into TSG upon enrollment/exist upon termination.
- Enter data into City of Seattle database: attendance monthly, Ages and Stages data 2x a year.
- Assist with data entry of demographic data on children registering into COPA.
- Assists in the closing, storage and maintenance of program information; files, binders, other documents at the end of the program year.

**Trainings/Meetings/Policy Council**

- Policy Council and Parent Events/Trainings/Conferences. With the Administrative Office Assistant, the Program & Site Coordinator will:
  - Arrange for child care; assist with transportation for families.
  - Assist with set up and break down.
  - When needed, assist w/ food.
  - Provide front door reception and manage child care.
  - Serve as the back up to the Administrative Office Assistant.
- Upon request, provides translators and/or child care for parent meetings, trainings, etc.
- As needed, supports and/or attends:
  - Parent Involvement: center & parent meetings and trainings, parent education opportunities, etc.,
  - Child Development: center supervisors/education staff, classroom meetings, end of the year celebrations, curriculum committee meeting, and,
  - Operations meeting, All Staff Meetings etc.
- Provides back up classroom support to maintain 1:10 teacher/child ratio if needed.

**Other**

- Participate in self-assessment.
- Assist with agency-wide activities such as Cinco de Mayo.
- Identify/attend meetings/conferences that relate to the job and professional development goals.
- Other duties as assigned.