



**JOB POSTING:** Early Childhood Coordinator at ELM-East Dallas Campus

**ORGANIZATION:** Literacy Achieves (founded as Vickery Meadow Learning Center) is dedicated to improving English literacy levels among non-English speaking adults and their young children by providing programs in communication and life skills. Literacy Achieves serves approximately 1,100 adults and 330 children annually at its three Dallas locations with the support of more than 300 volunteers. For more information, please visit: [www.LiteracyAchieves.org](http://www.LiteracyAchieves.org).

**POSITION OVERVIEW:** Reporting to the Children's Program Director, the Early Childhood Coordinator will oversee all aspects of the day-to-day functioning of the Early Childhood Program at the ELM-East Dallas Campus. The Early Childhood Coordinator will work closely with the Adult Program Manager at the ELM campus, and other Literacy Achieves staff as needed to assist in general operations of the organization.

**RESPONSIBILITIES:**

- Supervise staff of six part-time early childhood teachers
- Oversee ongoing implementation of Emergent Curriculum/Project Approach
- Oversee administration of student assessments including Child Observation Record (COR)
- Oversee administration of program/teacher assessments including classroom/teacher observations and performance appraisals
- Support early childhood teachers by providing ongoing teacher training and staff development
- Oversee scheduling and reporting (timesheets, attendance) of all Children's Program activities including classes, childcare, teacher training, and parent workshops
- Create and sustain community partnerships for educational enrichment, health and safety resources and cultural experiences
- Support parents by modeling positive behavior, conducting parent education and parent/child workshops, and through regular Parent Newsletter
- Maintain accurate records of all student, volunteer and staff data
- Assist as needed with overall agency operations including adult program, general administration, fund raising, public relations events, volunteer recruitment, etc.

**QUALIFICATIONS:**

- Demonstrated commitment to mission and core values of changing lives through literacy
- Two plus years working in early childhood or related field, preferably with staff management experience
- Positive, enthusiastic personality
- Naturally assumes responsibility with a high expectation of service quality
- Ability to train, coach and motivate staff and volunteers
- Understanding of English language acquisition methods and serving diverse populations
- Basic Spanish a plus

**To apply, please submit your resume to [children@LiteracyAchieves.org](mailto:children@LiteracyAchieves.org)**