



YOUNG CHILDREN'S PROGRAM
Department of Early, Elementary,
and Reading Education

Job Description
COORDINATOR

The Young Children's Program Coordinator position is held by a faculty member in the Department of Early, Elementary, and Reading Education. The position is considered as three credit hours of the employee's teaching load. The YCP Coordinator is directly responsible to the Department Head and leads the YCP Administrative Council which consists of the Department Head and a designated Financial Officer. Salary is determined by the University and does not impact the YCP budget.

PERSONNEL

- Conduct search, organize interviews, and recommend hiring of qualified applicants
- Evaluate the effectiveness of each teacher in implementing the curriculum, meeting program goals, and working with families; complete a formal evaluation at the end of each school year
- Meet with teaching staff at least monthly to establish and track goals, discuss program and child needs, review budget, facilitate problem-solving, and review progress of JMU student staff

BUDGET, POLICIES, & PROCEDURES

- Develop and manage annual budget
- Develop, review, and revise policies related to admission, program, and daily operation of the YCP
- Develop calendar for each year that includes conference days, professional development opportunities, vacations commensurate with the JMU academic calendar, and starting and ending dates
- Supervise application and admission policies and procedures
- Communicate space, facility, and budget needs to the Department Head and Dean of the College

PROGRAM SUPERVISION

- Communicate program needs to Department Head and Financial Officer
- Conduct annual family and staff surveys of program effectiveness
- Work with the Dean, YCP Administrative Council, and other University officials to determine long-range needs and role of the program
- Work in consultation with the teaching staff and the YCP Administrative Council to identify annual program goals
- Maintain accreditation by the National Association for the Education of Young Children
- Maintain status as a licensed child care facility by the Virginia Department of Social Services

The YCP Coordinator is evaluated annually by the College of Education PAC and the Department Head. Input from the teaching staff and YCP families is solicited for this performance review.