



## JOB DESCRIPTION

“We value and celebrate diversity”

**POSITION TITLE:** Canby/Molalla Early Childhood Coordinator  
**REPORTS TO:** Program Manager & Director of Early Learning  
**PAY RATE:** \$50,000 - \$54,000 salaried exempt, DOE  
**EMPLOYMENT LENGTH:** 1FTE annual contract

This position will be responsible for developing and facilitating activities and programs, model constructive participation in all activities, use positive discipline techniques, family engagement activities, parent child-interactions, and kindergarten transition style programs.

### Required Knowledge and Skills

- Early Childhood degree, Child Development Certificate, or combination of education in a related field and experience.
- Basic first Aide
- Food Handlers card (may get upon hiring)
- Pass background check and finger printing.
- Classroom management skills.
- Curriculum planning.
- Excellent verbal and written communication.
- Proficient in Excell, Word, data entry, google suites to include google forms, docs, and sheets.
- Ability to work with school personnel and community-based partners.
- Ability to work independently and in a group setting.
- Ability to handle stressful situations in a calm professional manner.
- Ability to be discreet and have good communication skills, knowledge in Informational Interviewing procedures a plus.
- Ability to work with high stress families.
- Willingness to be open minded and trainable.
- Likes to work with young children and shows compassion during difficult situations.
- Understands Trauma Informed Practices – Concept that everyone comes with some kind of trauma and behaviors may be related to trauma.

### Job Duties (not limited to)

- Plans, develops, and administers programs which promote social, physical and intellectual growth for early childhood programs and after school kinder clubs.
- Maintains records, documentation, and monthly/quarterly reports.
- Plans and coordinates family engagement activities, parent education and parent involvement activities.
- Runs summer activities, playgroups, and kindergarten transition programs.
- Works with Parent Education Coordinator to provide workshops and parent series in Canby/Molalla.
- Works with Family Resource Coordinator to provide support to families.
- Supervises support staff.
- Participate in local staff meetings and site steering committee.
- You are a mandatory reporter and may have to report child abuse & neglect.