

Job Description

Title: Early Childhood Education Preschool Clinic-Lab Coordinator

Status: Non-Exempt

Reports to: Early Childhood Education Instructor, KACC Principal

Supervises: Preschool Lab and KACC ECE Students

Job Summery:

Oversee daily operation of KACC's Preschool Lab, ensuring a meaningful learning experience for preschool students while incorporating the efforts of KACC students' transition of curriculum developed in their classroom to the preschool setting in a manner to facilitate student learning in specific subject matter and skills sets which will contribute to their career development, maturity and responsibility.

Duties and Responsibilities:

- Follow established curriculum.
- Develop daily lesson plans for Preschool students.
- Assist in the development of KACC student daily lesson plans.
- Assist KACC students in putting their lesson plans into action within the Preschool setting.
- Assist in planning student activities and programs.
- Create and maintain an environment conducive to learning.
- Actively participate in the creation and maintaining of a high standard of classroom management.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and KACC facilities.
- Assess the achievement of students on a regular basis and provide progress reports to the classroom instructor.
- Maintain accurate and complete records for Preschool and KACC students, sharing those assessments with the classroom instructor.

- Make provisions for being available to students and parents for education related purpose outside the instructional day when required or requested to do so under reasonable terms as directed by the classroom instructor.
- Order supplies, equipment and food-snacks for Preschool Lab.
- Work with KACC office staff to ensure Preschool Lab parents are making regular payments for their child(ren).
- Create monthly parent newsletter for Preschool parents.
- Attend faculty and staff meetings as required.
- Maintain and improve professional competence.
- Perform other duties as assigned by the Early Childhood Education Instructor.

Education, Knowledge and Skills:

- Certified Instructor in Early Childhood Development in the State of Illinois
- Career-specific working experience preferred
- Strong written and oral communication skills.
- Knowledge of classroom management
- Knowledge of running a Preschool preferred

Miscellaneous:

- Mandatory Fingerprint Background Check
- Physician's Statement Certifying Physical Ability to Complete Tasks assigned