

JOB DESCRIPTION:	Early Childhood Curriculum Coordinator		
DEPARTMENT:	College of Education - Early Childhood Programs		
REPORT TO:	Laboratory Site Program Administrator		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#424100	DATE APPROVED:	26-MAY-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Assists in program management of all Center of Excellence lab sites.

DUTIES:

1. Supervises and maintains quality programming of the classroom by implementing program policies, procedures and standards to support the required scope of work. Assists in developing program policies, procedures and standards to support the overall goals and mission of the College of Education, Center of Excellence lab sites, and the University.
2. Coaches and mentors teaching teams in designing and implementing indoor and outdoor curriculum, activities, and physical environments that enhance appropriate curriculum for children. Works directly with teachers in developing appropriate lesson plans. Observes teachers to assess curriculum delivery and recommends methods and strategies appropriate to the achievement of program goals and required standards. Assists teachers in the use of assessment tools, such as NM Early Learning Guidelines and curriculum framework.
3. Develops and maintains systems for recording observations, organizing materials for teacher support and assessing teacher progress. Contributes to Individual Professional Development Plans (IPDP) through a performance-based assessment.
4. Builds respectful relationships as an ambassador of WNMU Center of Excellence, as the Pre- K Administrator in meetings, advocacy, related professional organizations, program tours, and other necessary relations in the community. Assists in planning and preparing for staff meetings.
5. Assists professional teaching teams in the development and updating of classroom portfolio and children's individual portfolios. Assists in using assessment tools to collect and analyze data for all aspects of the program to inform decision making and to improve program quality.
6. Provides accurate and timely communication between Center of Excellence program teaching teams, families and administrators, disseminate information as required, transcribe written materials and maintain files, and assists in compilation of materials for quarterly reports, documentation and database entry. Assists in Care Team plans through writing and communication between FCC, Lab Site Program Administrator, and classroom teachers.
7. Supports and mentors the professional teaching staff in the development of positive family relationships. Responsible for teaching/training various aspects of Early Childhood Curriculum as a state-registered trainer.
8. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.

9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Early Childhood Education or closely related field with 3 years of teaching experience or a Bachelor's degree in Early Childhood Education or closely related field with 5 years of teaching experience. Experience with coaching and mentoring early childhood professionals preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Adheres to the NAEYC Code of Ethical Conduct and Statement of Commitment. Knowledge of appropriate community referrals. Knowledge of applicable accrediting, licensing, regulatory requirements, standards, and reporting. Skill in communicating courteously and professionally, and above-average writing ability. Skill in establishing and maintaining effective working relationships with a variety of community members, students, families, children, and staff. Skill in working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information. Must be knowledgeable of University policies and procedures and state and federal law application to the program. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
 - c. Obtain the Early Childhood Services Mentorship Certificate within 1 year from start.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)