Organization: **Youth & Family Services (YFS)**

Department: **CDC**

Position: **Child Development Center Program Coordinator**

Status: **Full-Time**

Reports to: **Child Development Center Director**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday through Friday

Hours/Week: 40

Non-smoking work environment. Wage DOEQ.     E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](http://www.youthandfamilyservices.org/wp-content/uploads/2018/01/Agency-Benefit-Synopsis-1.pdf).

**Minimum Qualifications:** Bachelor’s degree in early childhood education, special education or a disabilities related field, or early childhood education/special education endorsement/certificate, or degree in related field with CDA preferred; other bachelor's degrees considered. Must meet SD Child Care Licensing Regulations if required for position. Knowledge and experience in the field of human services and childhood development (birth – 5th grade). Experience or formal training in working with children and low-income families. Demonstrated supervisory ability and experience. Ability to provide leadership, communicate effectively, and understand issues of working with a variety of cultural, economic, and social groups. Ability to work with people of all socioeconomic and cultural backgrounds. Computer competency. Maintain current credentials and certifications. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Flexible work schedule based on the program needs. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Current vehicle liability insurance and a valid driver’s license required.

**Essential Functions:**

* Assume necessary management responsibilities and serve as back up for the Program Director.
* Oversee the comprehensive services, serve as a team member and conduct staffings to assess the broad range of objectives in Prenatal to Five Head Start.
* Serve as the disabilities specialist for the classrooms. Schedule and perform developmental assessments and screenings, work in conjunction with Data Specialist to ensure accurate disability records are maintained. Serve as a member of the Response to Intervention (RTI) team; work in conjunction with Early Head Start Development Specialist to ensure EHS children are being helped when appropriate; refer children for evaluation; attend IEP/IFSP meeting or help in staffing to ensure teacher may attend, maintain records for IEP/IFSP data; help teachers in implementing the requirements of IEP/IFSP goals; and complete disabilities section of PIR to make sure Head Start ratios for disabilities are being met by program.
* Develop procedures and ensure they are used for on-going observations, documentation, assessments, and evaluations of each child’s growth and development for the purpose of individualizing the curriculum for child’s individual needs.
* Hire, orientate, train, and evaluate teaching staff assigned by the Program Director and in conjunction with Human Resources within the framework of agency policies and procedures. Ensure accurate monitoring and tracking of CDA and CDL training and completion.
* Conduct ongoing observations and meetings with staff.
* Provide training to help parents and staff develop knowledge, understanding, skills, and experience in child growth and development and the unique needs of children with disabilities to be able to communicate with parents on their child’s growth and development.
* Work with Program Director to develop a training plan and system to assure training requirements are being met and documented. Provide training and technical assistance to education staff as assigned.
* Keep Program Director informed of concerns, problems, and successes related to the program and assist in all program planning.
* Prepare reports and attend meetings and training as requested by the Program Director.
* Assist with scheduling staff, ensure classrooms are covered and staff receive required breaks, monitor overtime and comp time on a weekly/daily basis.
* Assist with development and ongoing monitoring of school readiness, education plan, and school age transportation.
* Assist in all assigned grant activities including, but not limited to, in-kind and United Way. In-Kind duties include second checking documentation, monitor classroom In-Kind totals, and communicate with parents when they are not meeting program requirements.
* Assist when needed with all aspects of recruitment including program promotions and recruitment events.
* Obtain and maintain all required certifications and training relating to classroom observations.
* Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.

**Additional Functions:** Manage the designated portions of the budget as assigned by Program Director, approve all classroom purchases. Assist with parent activities, Parent Association, and Policy Council. Develop and implement strategies for involving parents in all aspects of the program. Meet with families as needs arise and serve and meet with families as needed to ensure satisfaction with program expectations. Study and research new developments in the field in order to ensure a high quality, responsive, effective program. Serve as a community leader and advocate in the area of Early Childhood Education. Maintain confidentiality as it relates to information about staff, children, and families. Assist in classrooms when appropriate. Perform additional duties as assigned by Program Director. Promote and support all YFS programs and services.

**Environmental Functions:** Perform duties in a controlled office environment, participate in some socialization opportunities, field trips and activities with children, and conduct visitations in the home of clients. Maintain professional appearance and behavior. Ability to lift up to 50 pounds and to meet physical requirements of position. Ability to carry children with both arms. Ability and willingness to meet travel needs of the position, including out-of-area and out-of-state travel..

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**