

School Coordinator  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=230625>

Downloaded On: May. 9, 2024 9:47am

Posted Feb. 13, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	School Coordinator
<b>Department</b>	Eliot Pearson Children's School
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 13, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Child and Social Services Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20163?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20163?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Eliot-Pearson children's school is the laboratory-demonstration school affiliated with the [Eliot-Pearson department of child study and human development](#) at [Tufts University](#). The school serves as a model and demonstration facility, providing a training and observation site for new and experienced teachers and a research facility for faculty and supervised students. The children's school enrolls approximately 69 children. It has preschool and kindergarten to first grade classes.

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### What You'll Do

The School Coordinator works closely with the Director and the administrative team to plan, coordinate and monitor school and fiscal operations, including overseeing admissions and enrollment processes, open house and admissions school visits. They monitor and support daily operations, policies and procedures, children and staff files and reports, licensing requirements, maintaining, and updating records and documentation of compliance with EEC regulations and NAEYC accreditation standards. They monitor the budget, inflow, expense accounts, tuition accounts, and staff and family contracts. They support the school's marketing, communication, and outreach, as well as local, global, and special collaborations or projects. They supervise the front desk staff in providing support to the administrative team.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a High School diploma and 5+ years of experience OR Bachelor's Degree with 2+ years of experience
- Demonstrated interpersonal and communication skills with teachers, staff, helping professionals, children and families
- Strong written communication skills
- Demonstrated respect for a diverse and inclusive group of staff, children and their families
- Can work collaboratively and effectively in a team; shows flexibility and adaptability
- Can build positive relationships with parents and extended families of children attending EPCS
- Can respond effectively to varied challenges presented each day
- Can use technology to perform tasks efficiently and effectively; familiar with Macintosh and PC platforms software (Microsoft word, Excel, Appleworks or MS Publisher, iPhoto and other digital imaging programs)
- Highly organized; can handle several different projects at once, set priorities, and ask for help; effectively manage files, schedules, timelines, and deadlines
- Ability to work independently under pressure and handle confidential materials
- Experience or demonstrated interest in data management and analysis

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**Preferred Qualifications:**

- Ability to work in a University setting and under the Director.
- More than two years of related experience
- Experience in office management, creating budgets, and managing finance accounts
- Experience in working at a childcare center
- Knowledge of MA State License and National Accreditation Requirement

**Pay Range**

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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