

Program Coordinator - Eliot Pearson Children's School
Tufts University

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Posted Apr. 14, 2021, set to expire Aug. 27, 2021

Job Title Program Coordinator - Eliot Pearson Children's School
Department
Institution Tufts University
Medford/Somerville, Massachusetts

Date Posted Apr. 14, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Educational Services
Child and Social Services
Educational Services

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Job Description

Program Coordinator - Eliot Pearson Children's School - (21001225)

Description

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 80 children. It has preschool and kindergarten to second grade classes.

The Program coordinator provides administrative oversight and supervision of the Enrichment

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/Afterschool programs to ensure smooth operations of the school. He/she has oversight of the Enrichment/afterschool program and summer/vacation programs, and serves as a communication/information representative/resource for the school. This individual coordinates programmatic and operational procedures for the Enrichment/afterschool programs, develop/manage the school website, and support management of daily operation for the administrative office. The program coordinator will also oversee the organization and maintenance of records and processes for the Special Rights Program at the school.

Qualifications

Basic Requirements:

Knowledge and experience as typically acquired by:

A Bachelor's Degree and 2+ years of experience.

Demonstrated communication skills with teachers, staff, helping professionals, children and families.

Ability to treat a diverse and inclusive group of staff, children and their families with respect.

Ability to work effectively in a team with flexibility and adaptability

Ability to build positive relationships with parents of children attending the EPCS

Able to respond effectively to varied challenges presented each day

Secretarial/business skills, Computer literacy with Macintosh and PC platforms software (Microsoft word, Excel, Appleworks or MS Publisher, iPhoto and other digital imaging programs)

Highly organized and able to handle several different projects at once, able to set priorities; be able to ask for help, and know when to defer decisions

Ability to work independently under pressure and handle confidential materials

Strong interpersonal /communication skills

Preferred Qualifications:

Ability to work in a University setting and under the Director.

More than 2 years of related experience

Experience in working at a child care center

Knowledge of MA State License and National Accreditation Requirement

An employee in this position must complete all appropriate background checks at the time of hire,



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promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact

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