



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Infant/Toddler Program Coordinator  
**Position Department:** Child Development Center  
**FLSA Status:** Exempt  
**Full/Part-Time:** Full Time  
**Reports to:** Program Director  
**Anticipated Salary:** \$63,500 annually

Click [here](#) to apply!

### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

The Program Coordinator is responsible for the daily operation of the child development program in his/her particular area. The Infant-Toddler Coordinator is primarily responsible for the infant and toddler area. The Pre-school Coordinator is responsible for the pre-school. The function of the Program Coordinator is to provide an environment in which young children can grow and develop in an atmosphere of mutual respect where there exists a regard for the cultural background and values of the family. This position requires great energy and enthusiasm; the ability to innovate, communicate and cooperate with others; and the ability to be self-motivated. The Program Coordinators form an administrative team with the Program Director and Center Director to assist in the development and implementation of policy and best practices..

Associated Students Child Development Center (ASCDC) serves students, faculty, staff, alumni, and community families by providing childcare to children 4 months to 5 years of age. We are part of Associated Students, SJSU, an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

### **Essential Functions**

- Supervises Lead Teachers; including providing ongoing feedback on performance and conducts annual performance evaluations
- Keeps track of Lead Teacher and Teacher Assistants attendance
- Approves Lead Teachers and Teacher Assistants' time off requests
- Approves Lead Teachers' timecards
- Reviews applications and interviews Teacher Assistants
- Conducts tours of the center

- Ensures the program is meets NAEYC, QRIS and licensing standards
- Provides technical assistance, training and referral to parents and staff
- Monitors program inventory and responsible to purchases educational materials, disaster supplies, first aid supplies and classroom kitchen supplies
- Oversees the maintenance of center environments including classrooms, bathrooms, staff lounge, and outside areas. Ensures environments are clean and orderly and has safe traffic patterns. Reports facility delinquencies to Operations Coordinator and Center Director for action
- Prepares and maintains adequate first aid kits for each classroom, the playground and emergency disaster kit (i.e. earthquake).
- Oversees adherence to the health plan of the center, including but not limited to daily health inspection records and disbursement of medications
- Meet with the Program Director as needed
- Supervises, schedules and evaluate the work of assigned student assistant staff including, but not limited to scheduling shifts, coordinating responsibilities, planning and conducting orientations and regular trainings, & meetings
- Arranges coverage for staff meetings, parent conferences, parent meetings, and other Center events.
- Oversee and advise lead teachers in each classroom on Center philosophy, developmentally appropriate practices, and child centered curriculum
- Familiarize her/himself with the program in each classroom of her/his area and substitute for the lead teacher in case of absence whenever possible
- Prepares agendas and conducts weekly meetings of professional staff of her/his area or responsibility
- Supports Lead Teachers with feedback conversations, performance management and disciplinary actions of Student Assistant staff as needed
- Assists Center Director with enrollment procedures in an effort maintain full enrollment and approves schedule changes and works to familiarize parents with Center policies and procedures
- Supports Lead Teachers and families in parent meetings
- Conducts parent workshops/trainings as needed and meets with parents about concerns in the classroom and Center
- Actively participates in professional groups and community organizations and keeps abreast of current issues in the field
- Attends professional workshops and conferences and
- Shares knowledge and expertise with staff as needed
- Other administrative duties as assigned by the Program Director or Center Director
- Serves on Associated Students committees as needed

### **Knowledge, Skills, and Abilities**

To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

- Requires excellent interpersonal skills
- Must be proficient in MS Word, MS Excel, Google Mail, Google Calendar, Google Docs, Internet Explorer
- Able to perform essential functions as outlined in staff handbook
- Understands and adheres to requirements of Title V, CDE and Title XXII, Community Care Licensing
- Understands and adhere to all Center policies and procedures
- Requires excellent verbal and written communication skills
- Ability to write business correspondence
- Ability to work independently with minimal supervision
- Ability to plan and organize office assignments

- Ability to create a spreadsheet for the purpose of analyzing data, ability to collect, sort, organize and manipulate data on Excel
- Ability to type at least 60 WPM

### **Work Environment, Hours and Physical Demands**

- This job operates in a childcare and pre-school environment with children four months to five years of age.
- Work hours are Monday through Friday 7:15 a.m.-5:30 p.m. Work hours are subject to change and based on the needs of the program.
- Must be able to lift, from the floor to waist, and carry up to 40 pounds.
- Must be able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health
- Must be able to observe, see, hear and respond to children's needs, which includes crouching or kneeling to a child's height and creating eye contact at a child's level.
- Must be able to perform movements which include grasping, touching, pushing and pulling, manual dexterity and eye- hand coordination.
- Capable of managing the stress and tension that contact with many children and parents bring every day.
- Must be able to operate a computer, including a keyboard and mouse, and phone.

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

### **Required or Preferred Education and Experience**

- B.A. or B.S. Child Development or related field
- Site Supervisor Permit issued by Commission on Teacher Credentialing required
- Current First aid/CPR certification required
- Minimum five years' experience teaching in a child development center
- Two years of supervisory experience preferred

### **Notes to Applicants**

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

**Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**

The position will remain open until August 19, 2022.

Click [here](#) to apply!