



Curriculum Coordinator Position Available

The Phoenix School is a Quality Rated full-day childcare program located in Atlanta's sought after Decatur community. We serve 68 children, ages 8 weeks through 4 years, including a state-funded Pre-K program. Please visit our website, www.thephoenixschool.com, for more information about our school.

Summary

The Curriculum Coordinator is responsible for developing and implementing a preschool curriculum that meets the philosophical standards of our center as well as the developmental needs of the children. Under the direction of the center's Director, the Curriculum Coordinator collaborates with classroom teachers to ensure that the center's curriculum aligns with all state standards and creates an environment of quality, child-centered learning.

In addition, the Curriculum Coordinator will serve as a Teacher Leader to our infant and toddler teachers aiding in the implementation of all Early Language and Literacy grant requirements as outlined by the Georgia DECAL Early Language and Literacy Grant.

Key Responsibilities

- Train and mentor classroom teachers in developmentally appropriate practices
- Implement developmentally appropriate assessment procedures and documentation
- Keep abreast of new methods and procedures in early childhood curriculum development, serving as a resource for teachers
- Develop an updated learning curriculum that reflects the center's mission and values, with oversight from the Director and input from classroom teachers
- Review and maintain weekly lesson plan files
- In coordination with the Director, teachers, and room representatives, communicate school and classroom activities through photos and other appropriate communications in order to keep parents apprised of their child's learning

Knowledge, Skills and Experience Required

- At least 3 years experience teaching in an early childhood classroom setting
- Extensive knowledge of infant and toddler development and assessment
- Understands the principles of developing early childhood curriculum
- Understands all state licensing rules and regulations
- Excellent verbal and written communication skills

Additional Requirements

- Minimum Child Development Associate credential; Bachelor's Degree in Early Childhood Education or related field preferred
- Current CPR/First Aid Certificate
- Possess current background check