

Early Childhood Education Coordinator

FLUCP Inc. DBA Happiness House

Canandaigua, NY 14424

Education Coordinator

Full-time

Onsite

\$50,000 - \$65,000 a year

Posted on July 20, 2026

Organization Statement

What happens here changes lives forever!

Job Description

Early Childhood Education Coordinator

Location: Happiness House - Canandaigua site

Pay Range: \$50,000-\$65,000 per year

The listed base pay range is a good faith representation of current potential base pay for successful applicants. It may be modified in the future. Pay is determined by factors including experience, relevant qualifications, internal equity, and location.

Position Type and Expected Hours of Work: This is a Full Time/School Year position (37.5 hours per week) - Monday through Friday, 8:00am-4:00pm. Evening work may be required as job duties demand. The position is two-fold encompassing a Special Education Teacher role and responsibilities (3.5 hours daily) in conjunction with the Education Coordinator role and responsibilities (3.5 hours daily).

Summary/Objective: Creates and maintains a structured and effective program and safe environment that provides for the individual development needs of the children. Provides mentoring, instruction and training to Early Childhood Education Teachers.

Supervisory Responsibility: Supervises 1:1 Aides, Teacher Assistant(s) and Teacher Aide(s)

Work Environment: This job operates in a preschool classroom and professional office environment. This role routinely uses standard office equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 30 pounds.

Travel: Travel is primarily local during the business day but employee may be expected to work at any of our partner agencies. Travel to Canandaigua and Geneva for observation and work at both preschool sites will be necessary. Some out-of-the-area and overnight travel may be expected.

******Our comprehensive benefit plan includes but is not limited to (full-time & part-time positions only):***

- Affordable Medical (full-time only) / Dental / Vision Insurance
- Paid Personal Time Off
- Paid School Breaks as designated on the school calendar
- Paid Sick Time
- 10 Paid Holidays
- Matching 403B and/or ROTH Retirement Plan
- Additional Insurance Offerings - Term Life, Short Term Disability, Critical Illness with Cancer Rider, Accident Insurance, Identity Theft Protection
- Employer Paid Term Life/AD&D Insurance & Long Term Disability
- Employer Paid Health Reimbursement Arrangement (HRA)

- 25% Tuition Discount for benefit-eligible Employees and Family Members at Roberts Wesleyan College

EEO Statement: The agencies are equal opportunity employers. We do not discriminate against employees or applicants in the hiring, promotion, compensation, placement, termination, layoff, recall, transfer, leaves of absence or any other term or condition of employment on the basis of race, color, religion, sex, sexual orientation, gender orientation/identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, domestic violence victim status, prior arrest and conviction records or any other protected category in accordance with applicable federal, state and local laws.

Responsibilities

Essential Functions:

Special Education Teacher and Early Childhood Education Coordinator

Role/Responsibilities:

1. Imparts agency philosophy of "Equal Opportunity, Independence and Realization of Individual Potential" to children, families, program staff and community resources.
2. Maintains confidentiality of information relating to individuals and their families in accordance with agency policy.
3. Participates in conferences, workshops, department meetings and in-service training as needed or recommended to enhance job skills and personal growth and development.
4. Adheres to agency policies and procedures as well as departmental guidelines.
5. Understands their role as a NYS Mandated Reporter.
6. Performs other duties at the discretion of the Program Director or his/her designee.

Special Education Teacher Role/Responsibilities:

1. Organizes and maintains a structured instructional program providing for the individualized developmental needs of students in collaboration with the Early Education teacher, Teaching Assistant and classroom para-professional staff.
2. Develops IEP goals for each student identified by respective school district and county as a preschool student with a disability. Documents progress through quarterly goal updates and amends goals as needed.

3. Adapts and modifies the Early Childhood curriculum/lessons to meet the needs of the students with special needs.
4. Develops 1:1 aide plans defining roles and responsibilities of 1:1 Aides assigned to any student within the classroom. Reviews and models for assigned 1:1 aide staff all techniques and strategies noted within each 1:1 Aide plan.
5. Utilizes techniques /methods specific for students requiring additional learning support.
6. Knowledge of technology and literacy devices which enhance student learning.
7. Develops programs and lessons in conjunction with co-teacher and or classroom team.
8. Demonstrates the ability to incorporate individual student, family, socioeconomic backgrounds to enhance learning and communication.
9. Provides feedback to classroom staff on techniques to improve student performance and will train and re-train as needed to ensure both staff and student success.
10. Coordinates classroom team and planning meetings to facilitate appropriate programming for each student.
11. Schedules parent and family classroom visit/tours in conjunction with Program Director and or designee.
12. Schedules and participates in parent conferences for all students with special needs.
13. Completes Annual Reviews for all students with special needs.
14. Participates in school district Committee on Preschool Education (CPSE) meetings as needed.
15. Attends all classroom, department and site meetings as scheduled.
16. Completes annual performance appraisals for teacher assistants, teacher aides and 1:1 aides inclusive of input from the Early Education Teacher and Program Director.
17. Supervises students, interns and volunteers placed within the classroom setting.
18. Develops and maintains an annual inventory of all classroom supplies and equipment in collaboration with the Program Director.
19. Requisitions supplies and materials as needed through the Program Director.

Early Childhood Education Coordinator Role/Responsibilities:

1. Assists in coordinating developmental assessments to all students to gather data to determine how to meet the individual developmental needs of the students.

2. Works with the Special Education Teacher to coordinate a structured program and safe environment that provides for the individual developmental needs of the students.
3. Facilitates the implementation of district driven UPK curriculum(s), NYS Learning Standards, as well as additional curricula including Social Determinants of Health (required by the agency and cooperating community-based entities) into daily classroom practices and procedures.
4. Consults with teachers within the UPK and special needs programs, offering peer coaching, as well as suggestions and strategies for addressing the needs of specific children and situations in conjunction with the Program Director.
5. Provides assistance and support to teachers with regard to program, district and county data base systems, documentation and benchmark information, Annual Review paperwork process, as well as additional district-based program requirements.
6. Monitors and supports teachers in the development, implementation and analysis of data collection to drive instruction.
7. Mentors and trains new Children's Programs staff members as needed for program/classroom cohesiveness.
8. Assists the Program Director with teacher observations and staff performance reviews.
9. Attends all team, discipline and staff meetings as designated/needed.
10. Promotes integration and inclusion models.
11. Coordinates the educational curriculum for children's programs in conjunction with the Program Director.
12. Facilitates the development of a consistent, cohesive and appropriate curriculum for use in classroom and or the agency.
13. Meets regularly with Education Department and classroom teams in conjunction with the Program Director to assure the comprehensive, timely and accurate exchange of information.
14. Communicates needs, concerns and strengths of the Education Department to the Program Director on a regular basis.
15. Provides coaching and training/resources for families during transition times such as Early Intervention to Preschool (CPSE) and Preschool to Kindergarten (CSE).
16. Demonstrates leadership ability by setting goals, prioritizing needs and collaboratively determining possible solutions to program needs in conjunction with Program Director.

17. Assures the agency guidelines comply with all applicable local, NYSED and federal preschool standards.

Other Duties:

- Assist teachers with any student and staff observations, trainings and evaluations
- Attend district CPSE meetings as needed
- Assist Program Director with Annual Review process as necessary
- Review IEPs for accuracy in conjunction with Program Director
- Enter data into the CPSE portal and other program-based data portals as necessary
- Facilitate with the enrollment of new students in conjunction with Program Director
- Provide direction to/management of projects with Children's Programs Administrative Assistant

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

Qualifications**Required Education and Experience**

1. Master's degree in Special Education with NYS certification in Childhood Education.
2. Early Childhood Certification (Birth-Grade 2) required within one year of start date.
3. Experience working with young children both with and without disabilities.
4. Knowledge of child development and student learning.
5. Knowledge of content and instructional planning and implementation.
6. Ability to modify classroom structure and activities to accommodate the individual needs of students.
7. Proficient computer skills with knowledge of Microsoft Office programs.
8. Must have demonstrated commitment to performing job duties and tasks at a high level of performance.

Competency Requirements:

1. Strong leadership skills
 2. Effective communication skills
 3. Effective classroom and behavior management skills with emphasis on structure and routine
 4. Ability to work effectively in collaborative team, departmental and program environments
 5. Ability to facilitate team/group meetings
 6. Strong time management skills
 7. Ability to adapt to change and fluctuating work settings
- **Minimum Education Level:** Master's Degree
 - **Preferred Education Level:** Master's Degree

Application Instructions

Apply online by going to the following link:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7094690

Language Requirements

English