

ROBERT SMITH

Early Childhood Coordinator

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SUMMARY

As an Early Childhood Coordinator, responsible for Supervising and maintaining quality programming of the classroom by implementing program policies, procedures and standards to support the required scope of work, and also Assisting in developing program policies, procedures and standards to support the overall goals and mission of the School of Education, Early Childhood Programs and the University.

SKILLS

Microsoft Office, Credible--Behavioral Healthcare Software.

WORK EXPERIENCE

Early Childhood Coordinator

YMCA - February 2014 – 2021

- Responsible for Approximately 33 grade school children and 3 to 4 staff members daily.
- Implemented a daily routine and schedule for the students including lesson plans, fitness, games, crafts and snack time.
- Responsible for keeping all records in accordance with DCFS along with the YMCAs help in obtaining the necessary forms.
- Started at the YMCA as a Child Care Assistant.
- Promoted to Early Child Care Coordinator and I am in charge of one of the sites.
- Provided staff development Model lessons and support classroom teachers.
- Contributed to the development of budgets by submitting cost estimates based upon documented program needs.

Early Childhood Coordinator

Delta Corporation - 2012 – 2014

- Parent Educator- working with children ages birth through 5 Conceptualized, planned and began the Play to Learn program to offer support to parents .
- Oversaw all early childhood students and families.
- Coordinated all aspects of volunteer scheduling, implementing and teaching students 0-5 years old.
- Supervisor for the teachers in a classroom where our students either have behavioral or developmental issues or both.
- Make sure they are learning and coping with their problems and will be able to be working members of society.
- Learned a lot about myself.
- Used I had to demonstrate patience and an ability to help better anothers life.

SCHOLASTICS

- High School Diploma