

Early Childhood Coordinator

ROBERT SMITH

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Objective

Responsible for Assisting in maintaining the organizational structure and staffing of the two laboratory sites; the Growing Tree Infant-Toddler Program and Preschool/Child Development Center through training, mentoring, and coaching staff.

Skills

Developing Skills, Coaching Skills.

Work Experience

Early Childhood Coordinator

ABC Corporation - 2008 – 2021

- Provided early childhood education services to pregnant women and children- birth to five years of age.
- Assisted parents with the skills of supporting their child's education.
- Assisted parents in making a positive connection from home to school.
- Provided social/emotional development, language development and pre-literacy education activities for children and parents, through scheduled home visits.
- Offered parent/child support and education groups in schools and community settings.
- Conducted screening and referrals for children at risk for developmental delays or health care issues.
- Provided parents with information regarding childhood immunizations.

Early Childhood Coordinator

Delta Corporation - 2001 – 2006

- Recruit pregnant families and children ages birth to five into program Develop and schedule the program activities Provide regular home visits .
- Adult instructor for Paraprofessional, State mandated classes, and workshops.
- Adviser and Informer of the public of training and Credentialing requirements, Financial Assistance and Professional options.
- Planner and conductor of on-site observations of caregiver.
- Welcoming and checking in visiting and attendees Training and scheduling of volunteers Writing and implementing curriculum Caring for families and .
- Increase early childhood literacy in low income families within Escambia County, AL public school district.
- Encourage parents to read to and spend quality time with their children to support strong parent/child relationships.

Education

Bachelors In Social Work