

Program Administrator - Eliot Pearson Children's School  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=234364>

Downloaded On: Oct. 31, 2024 7:55pm

Posted Apr. 9, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Program Administrator - Eliot Pearson Children's School
<b>Department</b>	Eliot-Pearson Children's School
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Special Education Education - General
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20361?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20361?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>

**Apply By Email**

**Job Description**

## Overview

The Eliot-Pearson Children's School is the laboratory-demonstration school affiliated with the Eliot-Pearson Department of Child Study and Human Development at Tufts University. The school serves as a model and demonstration facility, providing a training and observation site for new and experienced teachers and a research facility for faculty and supervised students in the Department of Child Study and Human Development. The Children's School enrolls approximately 68 children. It has preschool, Pre-K and Kindergarten, to first grade classes that vary in length and frequency.

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### What You'll Do

The Program Administrator for Special Rights and Enrichment Programs provides administrative oversight of the enrichment programs to ensure smooth operations of the school. This position serves as a communication representative/resource for the school, manages the school website, and daily operations for the administrative office. The Program Administrator will also handle the below duties:

- Collaborate with the program Directors to develop, support, enrich, coordinate, and document special education processes and procedures.
- Support families, teaching teams, classroom curricula, and integration of children with special rights through observation, documentation, assessment and collaboration with the school districts and service providers.
- Organize, maintain, update, and secure children's files and records for children with special rights at the school.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree and 3-5 years of experience
- Demonstrated communication skills with teachers, staff, helping professionals, children and families
- Ability to treat a diverse and inclusive group of staff, children and their families with respect
- Ability to work effectively in a team with flexibility and adaptability
- Ability to build positive relationships with parents of children attending the EPCS
- Able to respond effectively to varied challenges presented each day
- Secretarial/business skills, Computer literacy with Macintosh and PC platforms software (Microsoft word, Excel, Appleworks or MS Publisher, iPhoto and other digital imaging programs)
- Highly organized and able to handle several different projects at once, able to set priorities; be able to ask for help, and know when to defer decisions
- Ability to work independently under pressure and handle confidential materials
- Strong interpersonal /communication skills

#### Preferred Qualifications:

- Masters Degree

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- Ability to work in a University setting and under the Director
- Experience in working at a child care center
- Knowledge of MA State License and National Accreditation Requirement

**Pay Range**

Minimum \$52,600.00, Midpoint \$65,750.00, Maximum \$78,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**