

Program Administrator - Eliot Pearson Children's School
Tufts University

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

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

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