



# Yangon Academy International School

## Job Vacancy Announcement

### ECC coordinator

#### Early Childhood Center Co-ordinator Job Description

We are looking to hire a qualified ECC Co-ordinator to manage our day-to-day operations and establish and sustain a positive learning environment for children. You will oversee the coordination of education programs that comply with local and school regulations, ensure that facilities are maintained, manage and support a complement of ECC staff, and assist in managing the center's financial affairs.

The successful applicant will have demonstrable experience in managing all aspects of the ECC, as well as strong leadership skills. You should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and teachers. Early childhood development experience is a plus.

#### **Responsibilities:**

- Ensure a safe, happy, and stimulating environment for children.
- Manage and coordinate curricula with staff that complies with school requirements.
- Develop or review teachers' lesson plans.
- Ensure that center facilities are safe for children and comply with regulations.
- Administrative tasks involved: Processing enrolments, keeping attendance and health and safety records, ordering supplies and keeping finance records, keeping all students' files up to date, including medical and emergency contact information, and records of any behavioral incidents. Evaluate and purchase materials, equipment, and supplies.
- Manage and support teaching staff and promote their professional development.
- Interview, hire, and train new staff members, ensuring they meet all requirements.
- Present ongoing training sessions or set up continuing education programs and courses for the teachers to ensure the staff remain up to date on daycare standards and procedures.
- May teach some of the classes or she may fill in for teachers or assistants when there is no substitute available.
- Communicate and meet with parents regarding their children and the center's policies.
- Develop and facilitate a marketing and communications plan.
- Make the menu for the school's snacks in accordance with the Snack Program.

#### **Requirements:**

- Associate's or Bachelor's degree in a related field.
- Early childhood education experience is preferred.
- Licensure is required.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic at all times.

#### **Secondary School Address:**

150-B, New University Avenue Road  
Bahan Tsp., Yangon, Myanmar  
Tel : (959) 7707 9999 4-5, (959) 4569 9998 3

#### **Elementary School Address:**

35-B, University Avenue Housing  
New University Avenue Road  
Bahan Tsp., Yangon, Myanmar  
Tel : (951) 549451/ 540730/ 557219

#### **Contact Email:**

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