Career Development Center
New York Early Childhood Professional Development Institute

Interim Education Coordinator

Corning Children's Center

Corning, NY 14830

Education Coordinator | Full-time, Part-time, Temporary | Onsite | $25.00 - $30.00 an hour

Posted on August 17, 2026

Organization Statement

Corning Children’s Center is a nonprofit early education organization dedicated to providing a safe, nurturing, and engaging environment for children and families.

Established in 1980 to serve families throughout the greater Corning area, *Corning Children’s Center aims to set the standard in early care and education by inspiring learners, leaders, and dreamers*. We provide high quality care and education for infants, toddlers, and preschoolers (ages 6 weeks to 5 years). Our Center has a strong sense of community, and children learn and grow within an environment that is positive, diverse, creative, stimulating, and caring — one that recognizes and appreciates the uniqueness of each child.

Our work is guided by our values *Practicing Curiosity, Cultivating Connections, and Fostering Community.*

Job Description

Position: Interim Education Coordinator

Estimated 5-month assignment

Reports to: Family Engagement Coordinator

Employment Status: Full-time; Part-Time; non-exempt

Location: Corning (107 Arthur Street, Corning, NY 14830)

Work Hours/Schedule: Center Opens Monday-Friday 7:00am-6:00pm

Shift: 6:45am-3:00pm & 8:00am-4:00pm

Hours: Up to 37.5 per week

Compensation & Benefits

Pay Range: $25.00-$30.00 based on education and years of exp.

Pay Frequency: Biweekly

Company Summary

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Position Summary

This position oversees the Child Development Specialists and classroom staff, with a core focus on classroom needs for the staff and intensive intervention for the children.

Day to Day Responsibilities

· Develops and maintains knowledge of best practices in fields of early childhood education, early childhood special education, and early childhood mental health and disseminates such knowledge by providing ongoing quality assistance to staff.

· Develops and disseminates information and resources related to early childhood to support teachers, classrooms, and program quality improvement efforts.

· Promotes continuous quality improvement and quality assurance efforts for the agency.

Coaching and Mentoring

· Provides intensive coaching (individual or group) related to teaching practices as requested or assigned.

· Provides skill development and mentoring to staff progressing in their position by performing on-the-job technical assistance and mentoring of specific skills.

· Provide guidance to staff in building skills and competence.

· Facilitates the development, implementation, and coordination of internal support or action plans with teachers and supervisors based on classroom monitoring and observations.

· Provides ongoing quality assistance to support child development.

· Provides follow-up on intensive intervention including child referrals, supporting data collection, and developing, supporting, and monitoring internal positive behavioral intervention plans.

Quality Assurance: Evaluation and Assessment

· Supports classroom and program monitoring through site visits, classroom observations, review of electronic records, and work groups. Helps assess classroom and program needs and assists with planning strategies for system/process improvement and/or development in the areas of early childhood education, disabilities, and mental health.

· Assesses the implementation of the agency's work plan to ensure the program/content goals and objectives are met.

· Providing guidance and support to staff with implementation of curriculum/individualization plans and ongoing assessments.

Teamwork: Communication and Partnership

· Communicates effectively to develop trust.

· Works cooperatively with other agencies to meet the needs of families and children served:

· Coordinate and monitor child and/or family referrals to early childhood special education or mental health services.

· Provide support services and/or coordination of children's transition plans (internal and external).

· Communicate regularly with Assistant Director.

Committees/Planning

· Develops, prepares, coordinates, and maintains relevant meetings, training, and professional development activities.

· Plans and engages in parent meetings/events and training as assigned.

Skills and Experiences

· Ability to train and provide presentations to large and small groups.

· Ability to collaborate with and have working knowledge of local community resources and support.

· Ability to communicate (verbal and written) effectively and appropriately with others.

· Ability to work independently as well as in a team environment.

· Sustained concentration and attention to detail and accuracy.

· Ability to prioritize and manage workload and due dates.

· Excellent diagnostic and problem-solving skills.

· Ability to work with and support the development of all children and their diverse needs

- Proficient MS Office Suite, Outlook, and Excel skills

Requirements

Education and Professional Certification

Required:

· Bachelor’s degree in early childhood education, Child Development, or related field.

· Knowledge and experience in working with early

Desired:

· Knowledge and experience in working in mental health and disabilities services

Physical Requirements

· Required to lift up to 40 lbs.

· Continuously requires vision, hearing, and speaking.

· Frequently requires standing, fine dexterity, sitting, and handling.

· Occasionally requires walking, lifting, carrying, reaching, kneeling, pushing/pulling, bending, and crouching.

We are an equal opportunity employer and are committed to creating an inclusive environment for all employees. All employment is decided on basic qualifications, merit, and legitimate business need, without disregard for race, color, age, religion, gender identity, sexual orientation, national origin, disability, veteran status or any other legally protected status.

Responsibilities

Day to Day Responsibilities

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- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Apply today: corningchildrenscenter.com/careers

Language Requirements

English

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