

## JeMMA's Coordinators Job Description

JeMMA's provides a Homebased Education and Childcare service for children 0-5 years. Our Educarers work from their own home and must comply with all the same safety and educational standards as in a Centre, as stated by the Ministry of Education.

Educarers can take a total of four children at any one time, with only two being under the age of 2 years. Their own preschool children are counted in their numbers.

A JeMMA's Coordinator is a Registered Early Childhood Teacher. Each Coordinator has a caseload of Educarers and children. Their role is to visit, support and mentor the Educarer in the education and care they provide for each child.

We do this by conducting a formal monthly visit, where we talk about the following:

- How their educational programme is going, what is working well and how they can support the children to deepen their learning. We distribute a book and toy library.
- Using Te Whāriki, we support the Educarers to plan for the next month of learning.
- We take photos of each child, and at a later time, write a learning story for their Portfolio.
- We discuss any behavioural achievements and challenges and assist them in developing strategies for change.
- We do a safety check on their house, and check they have fulfilled the Ministry of Education monthly requirements e.g. fire and earthquake drill, sleep charts, timesheets etc .

The Coordinator is in regular contact with Educarers throughout the month and provides support and encouragement. We run a monthly playgroup, arrange excursions into the community, run evening workshops for professional development, and liaise between parents and Educarers. There is some administration involved in this role, so a sound knowledge of Microsoft Word, Excel and Publisher is needed.

This position is to market and interview, recruiting new Educarers in your area. You would be provided with a company car, laptop and mobile phone. Hours and salary is to be negotiated. This position starts at 20 hours per week will increase as caseload grows. Must be able to work extra hours for other staff absences.