

Job Description: Education Co-ordinator

Zithulele Pre-school

- Provide support and mentorship to selected preschools and teachers in the area
- Support the ECD Level 5 Training programme (Liaise with ECD trainer and Govt. service provider supervisors)
- Provide mentorship and support with unit theme planning and weekly/daily activity planning
- Support teacher in organization of classroom and daily curriculum
- Help preschool teacher develop educational activities linked to the theme
- Oversee maintenance of healthy preschool learning environment
- Manage pre-school student registration and collection of monthly school fees
- Maintain and manage school supplies: (cleaning, cooking, classroom materials etc.) and preschool store room
- Support students and their parents/guardians
- Oversee and attend parent meetings
- Organize school council
- Manage and oversee preschool feeding programme (maintain daily and monthly report; liaise with programme supervisor in Mthatha and area support person at Jojweni preschool)
- Liaise with landlord (local church owns the pre-school building) regarding church-preschool issues
- Support community gardener in preschool garden
- Oversee school yard maintenance
- To support and (supervise when necessary) the preschool helper in the following tasks: daily cooking and serving of porridge to children; cleaning of toilets and classroom; washing towels as needed; watering of garden if needed; and rubbish disposal etc.)

Ikhaya Lencwadi (Zithulele Community Library)

- Support and mentor the librarian
- Check that the catalogue is organised and up-to-date
- Oversee regular stock-takes
- Source new books for library (donations or purchases)
- Help librarian to plan events (awareness; literacy promotion; etc.)
- Strengthen links with government library in Mthatha and other agencies
- Plan after-school activities to draw-in local children and promote reading

ECD in the Home

- Collaborate with Mentor Mothers ECD programme
- Support and mentor ECD advocate
- Help plan community workshops
- Assist ECD advocate with day-to-day planning
- Strategic planning for moving the project forward