

JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994. Find out more details about Phare Ponleu Selpak at our website: www.phareps.org

We are now seeking a qualified Cambodian candidate to fill in the full-time position of **Kindergarten Coordinator** to be based in Battambang province, Cambodia.

Job Summary

Title: Kindergarten Coordinator

Working hours: 40 hours/week

Direct Report to: Executive Director

Job Description

Under the direct supervision of the Executive Director of the organization, the Kindergarten Coordinator plays a crucial role in a child's development by providing educational and developmental support during the early stages of a child's life. This individual will be responsible *for developing and implementing an effective learning program for young children*, evaluating its success, and providing mentorship to our team of kindergarten teachers. They should have an in-depth knowledge of early childhood development, experience in teaching and a creative approach to designing learning programs for children. They should be able to provide a safe and stimulating environment for children to thrive and develop. The Kindergarten Coordinator must be able to do the following: developing training tools for staff, conducting performance assessments, coordinating events, speaking with children and their families, making recommendations for program improvement, identifying educational opportunities for preschoolers, designing curricula and programs for kindergarten, collaborating with Early Childhood agencies, managing behavior and classroom discipline.

Main duties and Responsibilities:

- **Curriculum Development and Implementation:** Collaborate with teachers and educational experts to develop and implement an age-appropriate curriculum that aligns with educational standards and promotes holistic development and meets developmental needs of children.
- Conducts continuous assessment and curricular review to ensure vertical and horizontal flow of information in terms of content, performs curricular adjustments accordingly.
- **Instructional Support:** Provide guidance and support to kindergarten teachers, offering resources, strategies, and professional development opportunities to enhance teaching effectiveness.
- Provides necessary resources and materials to subject teachers.
- **Student Assessment:** Develop and implement assessment strategies to evaluate student progress and identify areas for improvement. Use assessment data to inform instructional practices and create individualized learning plans.
- **Classroom Management:** Establish and maintain a safe, fun, positive classroom environment that fosters student engagement, independence, and positive behavior. Implement effective discipline strategies when necessary.
- Working collaboratively with other professionals to meet children's educational and special needs of children.
- **Parent Communication:** Maintain regular communication with parents or guardians, provide them with updates on student progress, share important information, and address any concerns or questions.

- **Resource Management:** Coordinate the procurement and maintenance of learning materials, educational resources, and equipment needed for the kindergarten program.
- **Staff Supervision:** Oversee kindergarten staff, including teachers, teacher assistants, and support staff, providing guidance, feedback, and professional development opportunities.
 - Evaluates teachers' performance and keeps records on their progress; suggests training needs accordingly.
 - Help teachers in setting their annual subject objectives and syllabi at the beginning of the year and monitor the progress against annual plans.
 - Conducts periodic workshops to improve teachers' level of competency and proficiency in teaching.
 - Holds a weekly department meeting and submits minutes of meeting to the Executive Director. Attends meetings, workshops, and training sessions during and outside school hours.
- **Health and Safety:** Ensure compliance with health and safety regulations, create emergency protocols, and maintain a safe and clean learning environment, and
- Performs any other duties as may be assigned by the Executive Director

Qualifications:

- Bachelor's degree in education specialized in early childhood education or a related field
- Experience in the field of Early Childhood Education.
- A minimum of 3 years of working or teaching experience with kindergarten
- Deep understanding of developmentally appropriate practices in early childhood education
- Excellent communication and instructional skills
- Ability to build relationships with children, parents, and staff
- Detail-oriented and creative
- Patient and flexible
- Understanding and proficiency in relevant technology
- Knowledge of current educational and instructional methodologies and techniques
- Advanced organizational skills with the ability to handle multiple assignments

Please submit your application with detailed CV and recent photo to PPSA through contact below by

6:00PM of June 27, 2025

Attention: HR Coordinator

Anhchanh village, Ochar commune, Battambang city, Battambang province, Cambodia.

Or vuthyra.t@phareps.org

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.