

Janet A. Smith-Coles

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Objective

To obtain a healthy safe learning environment for the children, parents, staff and the community I serve at all times.

Education

Trinity College	Washington, DC	Benedict College	Columbia, SC
3 Credit Hours	Contemporary Teaching Practice	B.S. Therapeutic Recreation	1984

Employment Experience

United Planning Organization, Office of Early Learning	Washington DC
Facilities Technician	September 2009- Present

- Monitor facilities /environments and playgrounds of each site serving children using facilities checklist.
- Responsible for ensuring continual full facility compliance of grantee, delegates and contractual vendors with Head Start Performance Standards and DCMR 29(District of Columbia licensing regulations).
- Conduct regular scheduled visit to monitor the facilities environments of each site serving children.
- Ensure that all centers assigned maintain an updated license.
- Facilitate preparation for centers to be licensed and facilities work order.
- Ensure that all centers/staff have and are trained in a documented Emergency Preparedness Plan.
- Obtains generated data to ensure actual use and cross references data with files reviewed.
- Maintains records of all visits and forwards them to the archived record retention
- Communicates findings to respective agencies and the Assistant Office Director of Administration and Finance of the Office of Child and Family Development.
- Prepares and monthly report to governing bodies
- Perform immediate minor repairs to correct deficiencies, using hand tools.
- Work as a team member preparing annual service area plans and self assessment.

District of Columbia Department of Parks and Recreation, Office of Educational Services Washington, DC

Acting Chief	June 2009 – September 2009
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- Serve as Acting Chief of 13 Early Care Center, 9 Out of School Time sites, 16 Little Explorers Camp sites and 10 Cooperative Play programs throughout the District of Columbia
- Direct and coordinate the operations of the Offices of Educational Services inclusive of operational and requirements and personnel
- Maintains various reporting systems to keep the Acting Director abreast of sensitive conditions encountered
- Monitors through subordinated, the progress and appropriateness of operational policies and procedure to determine compliance and responsiveness to community needs
- Performs other related duties as assigned

Board of Zoning Adjustment
District of Columbia
CASE NO.19210
EXHIBIT NO.16

Supervisory Program Coordinator Cooperative/ Camp Coordinator for age 3-5 years old (Little Explorer)

September 2001 – September 2009

- Serve as supervisor and administrator of ten Cooperative Play programs (Co-Op) throughout the District of Columbia
- Organize all aspects of registration including intake and maintaining waiting lists
- Responsible for ensuring all sites are fully equipped and supplied for the year
- Plan and coordinate monthly Parent Advisory Board meetings and bi-weekly staff meetings
- Developed and implemented a new parent handbook
- Provide customer service for current and potential clients via phone, email and site visits
- Organize opening and closing activities, special activities and trips throughout the program year
- Supervise and monitor day-to-day operations at three early care centers across the District
- Assist centers with NAEYC accreditation
- Serve as supervisor and administrator of 16 Little Explorers summer programs throughout the District of Columbia
- Responsible for all summer staff concerns including interviewing, hiring, budget, payroll, background checks, training, etc.
- Develop a curriculum for all Little Explorers sites including scheduling trips and swimming lessons

Program Monitor

June 1994 - September 2001

- Supervised day-to-day operations for nine early care centers throughout the District of Columbia
- Prepared administrative reports and completed written correspondence
- Provided ongoing training for staff
- Served as substitute teacher
- Conducted parent meetings

Day Care Specialist

March 1986 to June 1994

- Planned and implemented a Day Care program at three centers within nine years based upon principles of early childhood development
- Managed and maintained records and staff coverage
- Conducted regular weekly staff meetings and monthly parent meetings
- Assisted in the intake and review eligibility of clients
- Prepared administrative reports and other requested information
- Prepared centers for NAEYC accreditation
- Maintained open communication with community and departmental sources

Educational Technician

October 1985 to March 1986

- Prepared learning materials, followed lesson plan, directed learning session, and developed small groups activities for the classroom
- Prepared and posted bulletin board materials
- Acted as supervisor when necessary

Montgomery County Recreation Regional Service Center: Eastern Montgomery MD

Director, After School and Community Programs

February 1985 to September 1985

- Planned after school programs which included recreational, educational and cultural activities
- Planned special events and activities
- Evaluated progress of the students
- Performed daily administrative duties including completing and submitting reports and attending meetings

Certifications

Government Driver Licensing

Community Emergency Response Team (CERT)

Yoga, Movement & Music

Skills

Creating early childhood curriculums, Trainings, E-mail, Multi-tasking, Community outreach, Organization

Trainings

PeopleSoft Time and Labor: Timekeeper Training,