

### About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, and has served the residents of the District since 1962. **Our Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” **Our Mission** is “Uniting People with Opportunities.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

### About the Office of Early Learning (OEL)

#### OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Classroom Associate</b>
<b>PROGRAM/DIVISION:</b>	Office of Early Learning
<b>BULLETIN No:</b>	12082018
<b>SALARY RANGE:</b>	\$30,000 to \$33,000 (Commensurate with Experience)
<b>OPENING DATE:</b>	August 14, 2018
<b>CLOSING DATE:</b>	Open until filled
<b>FIRST SOURCE:</b>	N/A

### MAJOR DUTIES:

Plan and implement standards based on curriculum, engaging enrolled children in early childhood development centers in instructional activities, assessing progress and working with families to enable child growth and development. Provide observation feedback to teachers regarding performance, behavior, social development and physical health of children, documenting progress and applying appropriate developmental screening and assessment tools and techniques under the guidance of lead teachers. Assist in the planning and facilitation of family conferences to discuss orientation, developmental goals and transitions for their child based on appropriate assessment tools. Share resources with families through articles, discussions, family boards, community activities and newsletters.

Demonstrate awareness of all children at all times; children are to be in sight and sound range. Maintain mandated classroom ratios at all times. Assist in the planning of menus and preparation of food at the centers when needed and serve food to children. Maintain a clean, safe and healthy classroom environment and monitor specific child needs that require intervention from relevant OEL staff or outside partners/resources.

**UPO Vacancy Announcement  
Classroom Associate  
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**MINIMUM QUALIFICATIONS:**

Infant/Toddler CDA in early childhood education or related field. Must have active CDA certification and must obtain food service license within the first six months of employment. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs and able to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal.

**DESIRED QUALIFICATIONS:**

Infant/Toddler CDA with one (1) year of experience working in a child development center. Active/current food service license. Bilingual/Spanish.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This is a Special Trust position subject to mandatory random drug and alcohol testing.**

**This position *IS* in the collective bargaining unit of the CWA Union.**

**Submit your cover letter, resume, and a copy of your current CDA to  
[upojobs@upo.org](mailto:upojobs@upo.org) or fax all documents to 202/319-3237.**