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## Vacancy Announcement

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### 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>Lead Early Learning Specialist (2 Positions)</b>
<b>PROGRAM/DIVISION:</b>	Office of Early Learning-HUB
<b>BULLETIN No:</b>	01082019
<b>SALARY RANGE:</b>	(Commensurate with Experience)
<b>OPENING DATE:</b>	August 2, 2019
<b>CLOSING DATE:</b>	Open until filled
<b>FIRST SOURCE:</b>	N/A

### MAJOR DUTIES:

Responsible for the development, implementation and measurement of high quality services in all classrooms. Observe all classrooms on a regular basis, provide feedback to teachers in the development of a Professional Development plan, and coordinate progress on School Readiness plan, content expert for all educational services. The Lead Early Learning Specialist conducts ongoing monitoring to support program goals.

Regularly observe all classrooms ensuring effective implementation of approved curricula. Develop and implement a mentoring program for all teachers. Conduct weekly or bi-monthly reflective supervision with teachers. Provide feedback that is incorporated into a Professional Development plan. Develop and update T/TA plans. Facilitate professional development plans for teachers. Analyze child assessment data on a quarterly basis and utilize results for ongoing continuous quality improvement. Provide monthly progress reports to the Director and Board. Monitor assigned child care partner’s parent consent forms; 45 day requirements on a child’s assessments; timely information on children’s health and mental health referrals, status and follow-up services; teacher home visits; and parent-teacher conference meetings. Provide technical assistance to assigned Early Learning Specialists to enhance staff’s skills to support the needs of families enrolled in the program.

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622  
[www.upo.org](http://www.upo.org)

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**MINIMUM QUALIFICATIONS:**

Bachelor's degree in early childhood education, education administration or related field. Three (3) years of experience working with a Head Start and Early Head Start program. Experience working with Head Start outcomes tracking software. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Reliable transportation to be able to travel to various sites.

Excellent working knowledge of Microsoft Office programs (Word, Excel, Outlook and Power Point) and able to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal.

**DESIRED QUALIFICATIONS:**

Master's degree in early childhood education, education administration or related field and five (5) years of experience working with children ages birth to five. Knowledgeable in the measurement and evaluation of child outcomes and classroom quality. Previous Head Start and Early Head Start experience.

**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 NOT* in the collective bargaining unit of the CWA Union.**

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