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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.

**POSITION:** Teacher Level 2  
**PROGRAM/DIVISION:** Office of Early Learning  
**BULLETIN No:** 05102020  
**SALARY RANGE:** \$33,000 to \$38,000 (Commensurate with Education and Experience)  
**OPENING DATE:** October 29, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** 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 effective and nurturing teacher-child interactions by planning and implementing learning experiences that ensure effective curriculum implementation and use of assessment. Developmental screening administered for each child enrolled in the classroom within the first 45 days. Minimum of four (4) observations per domain for each child enrolled in the classroom per quarter. Enter observational data into Teaching Strategies Gold weekly and complete checkpoints. Meet with families to discuss child progress to promote learning and development. Communicate verbally and in writing with families daily, using the "Infant/Toddler Daily Report" regarding the development and specific activities of all children in their primary care, inviting families to get their input on their child’s development. With parent, complete the Health Observation form upon arrival and at the end of the day. Establish and maintain a clean, safe and healthy classroom environment. Ensure classroom materials are sanitized daily. Demonstrate awareness of all children at all times. Children are to be in sight and sound range. Maintain mandated classroom ratios 1:4 at all times. Maintain accurate attendance records to ensure that children

are accounted for at all times. Model and encourage children to utilize proper health, safety and nutritional practices. Maintain confidentiality about issues concerning other staff members, children, and families. Adhere to OSSE/Head Start/Early Head Start Program Performance Standards.

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**MINIMUM QUALIFICATIONS:**

AA in Early Childhood Education. Must have experience working with infants and toddlers.

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:**

BA in ECE with minimum of five (5) years of experience working with infants and toddlers. 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.**

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.**

**Submit your cover letter, resume, and a copy of your transcript indicating you have completed 15 credit hours in infant/toddler course work to [upojobs@upo.org](mailto:upojobs@upo.org) or fax all documents to 202/319-3237.**