

The United States Congress appropriated \$2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.

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 to view all of our vacancies and to learn more about our company and services.

POSITION: CDA Bilingual Instructor (CARES Act Stimulus Project)

PROGRAM/DIVISION: Office of Early Learning (OEL)

BULLETIN No: 02032021

SALARY RANGE: \$50,000 - \$60,000 per year (Commensurate with experience)

OPENING DATE: March 2, 2021

CLOSING DATE: Open until filled

FIRST SOURCE: N/A

JOB SUMMARY:

The CDA Instructor-Bilingual works with bilingual students interested in obtaining a Child Development Associate (CDA) credential through the Council of Professional Recognition and will provide 120 hours of classroom instruction and support for individuals enrolled in the program. The CDA Instructor position is a bilingual (Spanish) speaking position.

ESSENTIAL DUTIES:

Provide students with classroom instruction on work to be completed during class or the day’s activities. Instruct

students through work assignments/monitor and coach their progress toward assignment/credential completion. Provide orientation and information to students interested in enrolling in the CDA class. Provide follow-up coaching to students completing their 480 hours of classroom experience. Act as a liaison to Workforce Institute Training Division's Case Manager

Create a learning plan that paces student learning so as to achieve credentialing in a reasonable amount of time and consistent with curriculum expectations which includes a minimum of 120 hours of child development education. In conjunction with partner agencies, provide oversight of each student's required 480 hours of experience working directly with children before sending their application to the Council. This includes periodic evaluation of student learning and providing specific, accurate and substantive feedback as to each student's progress.

Attend and participate in staff meetings, committees and scheduled training as required. Complete required documentation and respond to specific internal informational requests in a timely and complete manner.

Manage classroom/worksite activities in a manner that stimulates learning, teamwork, and developmental skills including punctuality and attendance.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in social work, counseling, psychology, education/teaching, special needs or a related field. Must be bilingual/Spanish. Effective communication skills, both written and verbal. Strong organizational skills. Computer literacy required. Strong knowledge of community resources to assist families, including those facing homelessness, domestic violence, drug abuse, unemployment and literacy issues. Ability to work in a fast paced environment.

DESIRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university in social work, counseling, psychology, special needs or a related field, from an accredited college and two years of experience working with children and families. Current District of Columbia License as a Licensed Social Worker Associate.

OTHER REQUIREMENTS:

**This is a Special Trust position subject to mandatory random drug and alcohol testing.
This position *IS NOT* covered by the collective bargaining agreement of the CWA local 2336.
[This position is funded by the CARES Act Stimulus Project and will end 9/30/2022.](#)**

[ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.](#)

**Submit your cover letter, resume/degree or transcripts to
upojobs@upo.org or fax all documents to 202/319-3237.**

[ALL VISITORS TO UPO FACILITIES](#)

- [➤ Must Wear a Mask While on UPO Premises;](#)**
- [➤ Must Practice Social Distancing; and,](#)**
- [➤ Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.](#)**

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