

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, 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.”

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: Lead Early Learning Specialist HUB
DIVISION/OFFICE: Office of Early Learning (OEL)
BULLETIN No: 17042021
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: April 15, 2021
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

BRIEF DESCRIPTION:

The Lead Early Learning Specialist is 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 conduct ongoing monitoring to support program goals.

MAJOR DUTIES:

Regularly observe all classrooms ensuring effective implementation of approved curricula. Develop and implement a mentoring program for all teachers. Develop and update T/TA plans. Facilitate professional development plans for teachers. Conduct weekly or bi-monthly reflective supervision with teachers. Provide feedback that is incorporated into a Professional Development plan.

Coordinate all child screenings and referrals. Ensure individualization of service for all children. Coordinate services for children with Disabilities. Serve as the system administrator for Teaching Strategies Gold.

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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. Update Education Service Area plans annually.

Assigned classroom caseloads are modified to ensure that the monitoring of the 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 are in compliance according to the required Head Start Performance Standards. Participate in Service Integration Meetings.

Provide technical assistance to assigned Early Learning Specialist to enhance staff's skills to support the needs of families enrolled in the program. Technical assistance may include temporary assignments, in the absence of the Early Learning Specialist, to ensure seamless supports to teaching teams in the classroom.

MINIMUM QUALIFICATIONS:

Bachelor degree in Early Childhood Education, Education Administration or related field. Three years' experience working with a Head Start and Early Head Start program. Experience working with Head Start outcomes tracking software. Reliable transportation to be able to travel to various sites. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point).

Ability to work in a fast-paced environment. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Master's degree in Early Childhood Education, Education Administration or related field and 5 years' experience working with children age birth to five. Knowledgeable in the measurement and evaluation of child outcomes and classroom quality. Previous Head Start and Early Head Start experience

ELIGIBLE FOR REMOTE/TELEWORK: **YES** **NO**

ESSENTIAL POSITION: **YES** **NO**

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected 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 position IS NOT covered by the Collective Bargaining Agreement with the CWA Union.

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

To be considered for this position: Please submit your resume/copy of your degree or transcripts to upojobs@upo.org.

ALL VISITORS TO UPO FACILITIES:

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice 6 Foot Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**