

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: **Lead Early Learning Specialist-HUB**

PROGRAM/DIVISION: Office of Early Learning-HUB

BULLETIN No: **18032022**

SALARY RANGE: Commensurate with Experience

OPENING DATE: **March 23, 2022**

CLOSING DATE: Open until filled

FIRST SOURCE: N/A

MAJOR DUTIES:

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. The Lead Early Learning Specialist will be introduced to the duties and responsibilities of a management position. Some of these duties will include overseeing the day-to-day duties of employees this position is assigned to lead even if the Lead position is also tasked with similar duties. This position provides leadership and instruction so others in the group can complete tasks quickly and effectively. The Lead will serve as a guide and resource to answer questions, offer insight and organize responsibilities.

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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. Analyze child assessment data on a quarterly basis and utilize results for ongoing continuous quality improvement

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. In addition, monitoring and documenting all professional development trainings, classroom materials and supplies and equipment.

Provide technical assistance to assigned Early Learning Specialist to enhance staff's skills to support the needs of the QIN teachers hired through the Child Care Partners. Technical assistance may include temporary assignments, in the absence of the Early Learning Specialist, to ensure seamless support for the Child Care Partner.

Monitor the qualitative and quantitative data entrance in the ChildPlus, eBook and SharePoint system in order to assure that program strategies and procedures are executed with reliability, fidelity and quality. Responsible for training team members, setting strategy and monitoring progress towards assigned staffs goals.

MINIMUM QUALIFICATIONS:

Bachelor degree in Early Childhood Education, Education Administration or related field. Obtain Strengthening-Based Family Credential within the first year of employment. Three years of 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).

DESIRED QUALIFICATIONS:

Master's degree in a 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.

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.

Special Notice to all Applicants: In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

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.**

Apply in the Career Center: Submit your resume/degree or transcript

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

UPO is an Equal Opportunity Employer