

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:	Education Manager-EHS (1)
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	08112022
SALARY RANGE:	Competitive Salary (Commensurate with Education and Experience)
OPENING DATE:	November 10, 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Responsible for the coordination and measurement of all educational services in the classrooms. Content area expert for all educational services. Supervise all Early Learning Specialists and Mental Health/Disability Specialists for effective implementation of curricula. Coordinate and report child growth utilizing aggregate child data. Provide monthly reports to the Director and Board. Ensure all classrooms meet the Early Head Start Performance Standards. Oversee the administration of the program’s School Readiness Plan.

Coordinate the implementation of all educational services in classrooms. Supervise all Early Learning Specialists. Ensure effective implementation of an effective mentor/coach system. Oversee the implementation of the Program’s School Readiness Plan.

UPO Vacancy Announcement

Family Education Manager-EHS
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Analyze child assessment data on a quarterly basis; utilize results for ongoing continuous quality improvement. Monitor all classrooms for quality utilizing ECE tools and processes. Ensure individualization of service for all children. Monitor all partners for adherence to all State and Head Start rules and regulations. Update the program's Community Needs Assessment. Provide monthly progress reports to the Director and Board.

MINIMUM QUALIFICATIONS:

Bachelor's degree in early childhood education, education administration or a related field. Two years of experience working with a Head Start and Early Head Start program. 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. Must be self-directed, detail oriented, organized and have demonstrated ability and experience to work sensitively and effectively with staff and customers of varying educational, socio-economic, and cultural backgrounds. Ability to prioritize tasks, analyze data, problem solve, think critically.

DESIRED QUALIFICATIONS:

Master's degree in early childhood education, education administration or related field and five (5) years of experience working with children aged birth to five. Knowledgeable in the measurement and evaluation of child outcomes and classroom quality. Previous Head Start and Early Head Start experience. Minimum 5 years of experience in a supervisory capacity. CLASS reliable in all age levels.

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 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.**

Submit your cover letter, resume, and a copy of your degree or transcript to the
[Career Center](#)