

Job Vacancy Notice

Academic Program Specialist



Job Details

Position: Academic Program Specialist

Department: Head Start

Salary: \$19.13/Hour

Schedule: M-F, 40 Hours/Week
9 – 10 Months/Year

Benefits:

Community Action offers excellent benefits including generous paid time off (PTO), paid holidays, health, dental & life insurance, retirement, employee discount programs and more.

Background Checks:

CAPRW conducts criminal background checks at the time of hire. Some positions require additional fingerprint and photo verification. Not all backgrounds are a barrier to employment.

Posting Dates: 8/2/18-8/17/18

To Apply

Complete our online application at:



Community Action
www.caprw.org

OR

Visit our Facebook page at:



www.facebook.com/caprw
and click on "Careers"

Our Location

Community Action
Human Resources
450 Syndicate St N, Suite 35
St. Paul, MN 55104

EEO/AA/ADA Employer

Our Mission

The mission of Community Action is to reduce poverty and its impact on people in Ramsey & Washington Counties.

JOB SUMMARY:

Under the direction of the Center Education & Program Supervisor, this position is responsible for the coordination and implementation of Relationship Based Professional Development (RBPDP). Responsibilities may include providing coaching, feedback, setting individual teacher goals, training, and modeling to classroom staff related to CLASS domains and dimensions. Academic Program Specialist utilizes the Practice-Based Coaching (PBC) model in performing their duties.

Essential Functions (Not All Inclusive)

- Responsible for providing coaching, feedback, setting individual teacher goals, training and modeling to ensure that classroom staff structures the environment, plans and implements learning experiences which facilitate the development of young children, based on CLASS domains and dimensions and utilizing the Practice-Based Coaching (PBC) model.
- Develop a collaborative partnership with teachers, model and support best teaching practices, set shared goals and action plans based on focused observations (CLASS), reflection and feedback using the Practice-Based Coaching Model.
- Model activities and teaching strategies for classroom staff that facilitate the development of young children.
- Administer and interpret CLASS Observations to assist teaching staff in developing goals; also use information to plan and to give staff feedback for program improvement
- Suggest needed equipment and materials pertinent to creating a high quality classroom environment within budgetary constraints.
- Work with Center Education Coordinators (CECs) and the Assistant Director to propose, plan and deliver professional development opportunities for teaching staff.
- Research, compile and disseminate research-based classroom strategies and techniques.
- Coordinate and facilitate Teachers Learning and Collaborating (TLC) groups and build a collaborative partnership with teaching staff.
- Responsible, together with CECs, for ensuring that teaching staff implement and follow through on suggestions made to improve teaching practices.

Qualifications

- Bachelor's degree in Early Childhood Education or related field and a minimum of 3 years of experience in an early childhood setting.
- CLASS Reliability Certification preferred (within 45 days of hire).
- Demonstrated knowledge of child development and developmentally appropriate practices in ECE as well as knowledge of adult learning and teaching styles required.
- Previous Head Start program experience preferred.
- Demonstrated knowledge of community and early childhood resources preferred.
- Experience with outcome based program evaluation preferred.
- Experience with Early Childhood Special Education preferred.
- Training experience in various early childhood topics preferred.
- Supervisory or mentoring experience preferred.
- Coursework, training or work experience in early math related areas preferred.
- A valid driver's license and reliable transportation on a daily basis is required.
- Must be able to successfully pass pre-placement Head Start physical exam.
- Ability to lift 50 pounds and react to the demands of active 3-5 year olds.
- Must be able to relate to and communicate effectively with varied socio-economic and multi-ethnic groups and/or individuals.