Position Announcement
December 30, 2014

Curriculum, Assessment, Learning Coordinator – Early Head Start

Curriculum, Assessment, Learning Coordinator to work with Early Head Start teachers, directors, in-home providers and parents to help ensure compliance with Head Start Program Performance Standards (HSPPS). Action for Children is seeking an experienced and skilled professional to provide expertise in child development and education to support the agency’s Early Head Start efforts through an Early Head Start Partnership lead by The Ohio State University (OSU).

Responsibilities Include:

- Work collaboratively with Early Head Start (EHS) Partners to support high quality implementation of the Early Head Start Partnership Program
- Providing educational resources and oversight to EHS teachers/in-home providers related to Head Start Program Performance Standards (HSPPS)
- Providing training, assistance and mentorship to Family Child Care in-home providers
- Delivering technical assistance and training to EHS teachers using Teaching Strategies Gold and Creative Curriculum for infants and toddlers
- Developing and coordinating training for EHS staff, teachers, directors and parents related to HSPPS
- Assessing center-provided educational quality using curriculum and assessment tools
- Submitting school readiness checkpoints using curriculum assessment tools and the Head Start Child Outcomes Framework
- Completing required written reports to the OSU, EHS Partnership as requested
- Providing informal written consultations as needed
- Submitting data using required assessment tools as requested by HSPPS
- Providing coaching and mentoring in collaboration with partner organizations
- Working with EHS Partnership Director to achieve compliance with HSPPS
- Attending relevant meetings and conferences as needed
- Support the transition process for children into the program and out of Head Start into other programs.
- Other related duties as assigned

Qualifications:

- Bachelor's Degree in Early Childhood Education, Human Development or other relevant discipline
- Minimum of 5 years of experience in early care and education field
- Position requires person have own transportation for day travel
• Previous experience in classroom setting working with infants, toddlers, preschoolers and/or school age children
• Knowledge and experience in the philosophy and (HSPPS), early childhood education, and developmentally appropriate practices
• Working knowledge of Ohio’s Step Up to Quality rating system
• Prior experience with early literacy a plus
• Previous experience working with adult learners
• Current knowledge of Ohio’s Early Learning and Development Standards, and Ohio’s Early Childhood Core Knowledge and Competencies
• Ability to work and communicate with people from various cultural backgrounds and socio-economic levels
• Sensitivity to the needs, abilities, beliefs, and attitudes of individuals within and outside the agency, including but not limited to customers and co-workers
• Technology aptitude, including MS Office
• Bilingual ability/Commitment to dual language learning (English and Spanish) a plus

Interested individuals should send resumes to Human Resources, Action for Children, 78 Jefferson Ave. Columbus, OH 43215 or to jobs@actionforchildren.org - No phone calls, please.

EOE