

ECE Literacy Specialist at WACOG in Yuma, AZ

Job Order # 4466526 on azjobconnection.gov

Full Time

Pay Rate: \$17.41 – 21.76 P/ Hour (D.O.E)

Job Description:

THE WACOG DIFFERENCE

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG is the Head Start Grantee for Mohave, La Paz and Yuma Counties. Our programs focus on school readiness for all children and families. As a leader in quality early childhood programs in the area, WACOG is a champion of developmentally appropriate practices.

SUMMARY STATEMENT

Under supervision, and funded through the Comprehensive Literacy State Development Grant (CLSD), focus of this position is to improve child literacy skills and instructional capacity on the science of reading within WACOG Head Start programs in Yuma, La Paz and Mohave counties according to federal head Start Performance Standards and the program's early education policies and procedures.

Center Managers with no assigned FDAs shall perform the role of FDA according to that separate job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Strengthen knowledge, experience and competencies of teaching staff to improve child literacy outcomes using the practice based coaching model.
- Work closely with Head Start Assistant Director, Early Childhood Education Coordinator, and Area Manager to ensure delivery of high quality developmentally appropriate early childhood education and experiences that facilitate literacy growth and outcomes for young children.
- Guide and instruct teaching staff in expanding quality literacy activities in weekly lesson plans.

- Conduct observations of teaching staff and provides supportive feedback focused on literacy.
- Strengthen teaching staff abilities with Teaching Strategies GOLD assessment tool to support and identify literacy activities for individualization of children to meet established goals.
- Strengthen teaching staff abilities to interpret and analyze My Teaching Strategies data.
- Support teaching staff in planning, implementing and improving literacy-focused teaching practices within the LETRS system that comply with the program goals.
- Provide opportunities for teaching staff to reflect and apply literacy skills to everyday practice.
- Maintains compliance with Head Start Program Performance Standards, agency and program Policies and Procedures, Department of Health Services, and Arizona Child Care Licensing regulations.
- Model strategies to engage children in purposeful interactions to improve vocabulary, content knowledge, and inquiry for learning.
- Assist teaching staff in conducting and analyzing children's assessments.
- Conduct observations of teaching staff and provides supportive feedback.
- Design and lead professional development LETRS sessions for teaching staff according to LETRS guidelines.
- Work as part of a cohesive team to ensure efficient and effective functioning of the department.
- Travel within WACOG service area, including overnight stays as needed; additional travel may be required.
- Maintain reliable and predictable attendance; work outside of standard business hours as needed.
- Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG.
- Perform other duties as requested by immediate supervisor necessary to carry out the administrative/ programmatic activities necessary to fulfill goals and objectives of WAGOG and/or department.

KNOWLEDGE/SKILLS/ABILITIES (KSAs)

The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

- Knowledge and understanding of the Head Start Program performance standards and other applicable regulations
- Knowledge and understanding of the Child Development
- Knowledge and experience in the theories and principles of child growth and development, early childhood education (birth to age five) and family support
- Ability to interpret a wide variety of technical instructions
- Ability to handle all situations with tact and remain impartial
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to research solutions and take action when information is not readily available
- Ability to establish and maintain effective working relationships with other Head Start staff, and culture/ethnic differences
- Ability to collect and compile data relevant to all aspects of Child Development Services for a variety of Head Start quarterly program-wide reporting of children's learning progress and other data as required by WACOG Head Start
- Ability to provide effective presentations regarding Head Start early childhood education services to parents
- Ability to read, interpret a wide variety of technical instructions
- Skill in communicating with tact; ability to present in front of groups, with or without aids, and with clarity and professionalism
- Ability to research solutions and take action when information is not readily available
- Ability to handle all situations with tact and remain impartial
- Ability to establish and maintain effective working relationships with other Head Start staff, Head Start parents and community members who reflect various lifestyles, culture/ethnic differences, socio-economic backgrounds and a variety of educational levels

- Knowledge and understanding of the Head Start Program performance standards and other applicable regulations
- Knowledge and understanding of the Child Development

Job Requirements:

Required Education and Experience:

- Bachelor's degree with Early Childhood Education
- Become a Language Essentials for Teachers of Reading and Spelling (LETRS) Certified Trainer within one year

Preferred Education & Experience:

- Five years experience in Early Childhood Education

Other Requirements:

- Minimum 21 years of age
- Valid Arizona driver license, MVR Report of Acceptable Driving Record, and proof of vehicle liability insurance Current Health Physical and TB clearance
- Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check Comfortable working in a fast-paced, high-energy environment
- (Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

How to Apply:

Go to <https://www.applitrack.com/wacog/onlineapp/> to apply for this position. Follow the instructions included at the site, including how to submit an application