

PUENTE Learning Center
Early Childhood Education Program Coordinator

About PUENTE Learning Center

For over 35 years, PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+ including Digital Innovations, English as a Second Language, Adult High School Diploma, and more. PUENTE operates an award-winning Preschool and Charter Kindergarten, after-school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, having served over 100,000 students in its 36-year history. PUENTE's Early Childhood Education Program offers students a family-centered, technology-based learning experience designed to help children meet and exceed the State Standards mastery and build a solid foundation for lifelong academic achievement.

POSITION OVERVIEW

The ECE Program provides a state-licensed preschool program for children 3.9 to 5+ years of age. Our goal is to provide a safe and nurturing environment that encourages physical, social, emotional, and cognitive development through a developmentally age appropriate curriculum. Our philosophy is child-centered, rather than adult directed. The curriculum is realized through structuring the environment into interest areas, the planning of program activities to meet each child's individual needs, and the opportunity for active participation rather than passive observation. Children participate in developmentally appropriate activities that are designed to develop their social skills, enhance their fine and gross motor skills, encourage creative learning, and teach pre-literacy skills and kindergarten readiness.

The Early Childhood Education Program is seeking an experienced professional who has substantial programmatic and educational experience to design, implement, evaluate the program's curricula enforce a culturally and developmentally age appropriate program for all children. This position will report to the Early Childhood Education Director. The ECE Coordinator will be support in the overall operations for the day-to-day program, implementing program policies and procedures, and ensuring that all regulations and requirements are in compliance for licensing.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Demonstrates abilities to work effectively in a culturally diverse environment with excellent verbal and written communication skills
- Maintains a strong working relationship with the organization's management and teaching teams
- Provides guidance and training to ECE team
- Supports in providing data for performance evaluation of the teaching staff
- Ensures high-quality classroom standards including program assessment and monitoring of CDSS compliance standards
- Ensures daily learning areas to meet the standards of program's curriculum ECERS/CLASS
- Works with classroom staff to set goals and develops different methods to improve classroom operations during the bi-weekly team
- Organizes and provides developmentally appropriate early childhood education advocacy for parents
- Perform as a team leader and develop team-thinking skills that include reflective thinking and critical evaluation to ensure compliance with all required

- Assists in the monitoring of all licensing requirements and recommends a plan of actions to ensure requirements are met with the ECE Program Director
- Coordinates field trips and special events including parent/teacher conferences and parent meetings
- Required to perform the responsibilities of a Head Teacher in the classroom when the teacher is not available
- Ensures required paperwork and reports are submitted in a timely manner; reviews children's files to make sure all required documents are
- Develops, maintains, and reviews a daily system of classroom communication to staff and parents to ensure clarity and consistency
- Makes sure the display of each classroom's project-approached activities is routinely changed
- Responsible for providing or coordinating coverage for absent ECE Director
- Maintain center inventory of supplies and teaching
- Monitors the centers environment and proactively takes actions to ensure the center is clean, presentable to students/families as required
- Performs other duties as assigned by the ECE Director

PROFESSIONAL PERFORMANCE

- Dedication to PUENTE's mission driven work. Passionate advocate for the mission and those being served through the organization.
- Performs tasks and responsibilities in a complete and timely manner, complying with PUENTE's policies and standards.
- Maintains a creative, team-building approach to the role and seeks to bring a constructive, problem solving orientation to all tasks.
- Actively seeks opportunities to develop skills and creates opportunities to teach co-workers.
- Exercises professional judgment and discretion at all times in keeping with the responsibilities of the role for the care and welfare of the children, their families and the community.
- Ability to work well with a diverse staff and excel in a multi-cultural environment.
- Creates a work environment where employees feel respected and appreciated

EDUCATION, CREDENTIALS AND EXPERIENCE

- A bachelor's degree in early education or other education related field from an accredited college or university, 24 ECE/CD units, 2 adult supervision units, 3 units in supervised field experience
- A valid California Site Supervision Permit with a minimum of 2 years' experience
- Must have knowledge and experience of Title 5 and Title 22 and CDE Early Education and Support Division
- Minimum 1-2 years' experience in administrative and leadership position
- Demonstrated success working with a diverse student population
- Demonstrated record of meeting deadlines for school compliance operations
- A strong background in and command of children's assessments via DRDP and other content areas and framework
- Knowledge of CDSS California Community Child Care Licensing and Quality Start Los Angeles
- Bilingual proficiency desired.

Special Requirements

Prior to the time of hire, the following must be assured:

- Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.
- Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR). Mandatory CPR and Pediatric First Aid certificate, which employee is responsible to maintain for the duration of their employment.
- Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Central Index prior to starting work.

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org. No phone calls please.

Review of applications will begin immediately.