

PUENTE Learning Center
Early Childhood Education Program Associate

SUMMARY

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 literacy, English as a Second Language, High School Diploma, and more. PUENTE operates an Early Childhood Education Program and a Charter Kindergarten, Preschool, After-School Enrichment 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 over 39-year history.

The Early Childhood Education (ECE) Program Associate will report to and assist the Director of Early Education and work along with all the ECE team. This role will be essential as they will manage all front desk office duties and provide administrative support including the day-to-day operations of the school, engagement with families and children, provide tours, and manage the student tracking system, Center Track. The candidate must be capable of adapting to changes quickly with the utmost positive attitude while efficiently and effectively managing of continued office responsibilities.

We want strong collaborators, skilled communicators and developed problem solvers who are comfortable in a culture of continuous learning and who are excited to implement innovative ideas and solutions in service to the mission of the organization. The ideal individual will have the ability to exercise good judgment in a variety of situations and process the ability to manage multiple priorities. The ECE Program Associate will have the ability to work independently on projects, from conception to completion, and must navigate a wide variety of activities with the utmost confidential and discretionary manner.

RESPONSIBILITIES

- As the first contact to the Program, provides a welcoming and supportive presence at the front desk.
- Oversee all aspects of enrollment and eligibility for CSPP students and families including, but not limited to, completion of the family file and all required contractor and agency forms, ELCD-9600s, Notice of Actions (NOA'S) and other required enrollment documentation. Creates and maintains files for all enrolled children and their families into the program's database system.
- Track monthly student attendance and submit monthly attendance reporting to CSPP contractor.
- Generates weekly/monthly/quarterly reports as needed, including maintaining monthly 801A data reports on Child Development Management Information System (CDMIS) 8501 reports on California Preschool Accounting Reporting Information System (CPARIS), (CAPSDAC) The California Preschool Data Collection, and Preschool Language Information System (PLIS).
- Processes invoices, purchase receipts, and other accounts payable related documentation for the finance department, including entering data into Center Track.
- Tracks and records various activities such as; student picture day, report cards, book orders, etc. and maintaining Parent Square with announcements, drafting calendars, newsletters and schedules.
- Supports the Director of Early Education in providing and maintaining a high performing and quality educational program to ensure a successful implementation of approved Play-Base

Emergent curriculum. As well as assisting in submitting yearly CFA (Continued Funding Application and audit requests

- Assists in creating and maintaining a Reading Enrichment program
- Supports with the Summer Enrichment Family Visits
- Working collaboratively with the advancement team, supports and promotes a marketing strategy to generate and retain enrollment utilizing Canva to create relevant postcards, promote the preschool program, analyze trends in enrollment and services.
- Manages the student information system, Center Track, to input and report accurate information.
- Maintains proactive and positive relationships with parents and prospective parents.
- Manages daily requests from staff, parents, and students.
- Responds in a timely to inquiries (in-person, via email or via phone) and processes these inquiries as required.
- Manages school supplies and products/items for the school snack program.
- Effectively utilizes Parent Square to engage in parent communications and/or daily alerts.
- Collaborates with team in support of projects such as preparing materials for classrooms, including student information packets, emergency backpacks, etc.
- Looks after students sent to the office for various minimal ailments and consults with Director of Early Education or ECE Program Coordinator to determine whether or not parent should be contacted.
- Assist as needed in CSPP Classroom
- Works collaboratively with Community Resource Officer to promote Virtual workshops and Resource Fairs.
- Assistance with visits from CDSS, CDE, and QSLA partners
- Provides Spanish-language support for program activities, including Orientation, Coffee with the Director, enrollment services, and other events as needed.

ESSENTIAL SKILLS & EXPERIENCE

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.
- Very strong interpersonal skills and the ability to build relationships crucial to the success of the program and organization with stakeholders, including students, parents, and staff.
- Demonstrated analytical skills and attention to detail is required.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Demonstrate the highest level of customer/client service and response.
- Ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- The ability to professionally communicate effectively and positively with staff and families in a timely manner.
- Requires a significant level of diplomacy, confidentiality and trust.
- Bilingual (English-Spanish) candidates is required.
- A positive attitude is a must.
- Commitment to the mission of PUENTE and serving the community.
- High School diploma or equivalent (GED) required.
- Minimum of 6-units of Child Development courses are required.

- Two or more years' experience working in a preschool environment is preferred
- Working knowledge of Microsoft Office including Excel, Word, Power Point, Canva, Adobe, Parent Square, Microsoft Outlook

Job Type: Full-time

Pay: \$19.00 - \$23.00 per hour

Expected hours: 40 hours per week

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org.

Review of applications will begin immediately.