



POSITION ANNOUNCEMENT

Education Coordinator

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks an Education Coordinator who supports the Head Start Director of the Early Childhood Pillar in assisting with the day-to-day administration and operations of the pillar. To be successful in this role, the Education Coordinator should be able to oversee, direct, and manage curriculum implementation, monitor and support staff, follow and enforce program policies and procedures, serve over 700 children and families to ensure all children transition out of our early childhood programs Kindergarten ready, and build a culture across sites that develop and maintain high-quality, safe, and nurturing environments where children can develop trusting and accepting relationships with adults and peers. The Education Coordinator will serve as an integral member of the Early Childhood Development Pillar and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Provide training, consultation, technical assistance, monitoring, and supervision over the educational program components.
- Work with educational and community professionals to ensure that the services are provided for Early Childhood Pillar.
- Responsible for meeting the Newark Public School District Office of Early Childhood Pillar requirements, the Head Start Program Performance Standards, and the Agency's own policies and procedures.
- Responsible for monitoring, coaching, and supporting the Center's education staff with regular site and classroom visits.

Curriculum and Instruction:

- Oversee, direct, and manage curriculum implementation, policies/procedures, and tools across the Early Childhood Development Department to ensure all children in our ECE program are Kindergarten-ready.
- Monitor curriculum fidelity.
- Lead and initiate writing School Readiness Goals with a committee consisting of Center Directors, Central & Pillar leadership teams, Policy Council, and Head Start Director.
- Build a culture across sites that develops and maintains high-quality, safe, and nurturing environments where children develop trusting and accepting relationships with adults and peers that foster growth and development.

- Work with Center Directors and Teachers to implement the child assessment system (SmartTeach-TSG), including understanding child outcome data and using student assessment to plan and prepare appropriate individualized learning plans.

Program Design, Management, and Supervision:

- Continuously monitor and seek to improve the department's education programs and systems.
- Collaborate with the Center Directors and Teachers in aiding the children to achieve learning outcomes and family engagement and support objectives.
- Conduct regular site visits to monitor and assess the performance of the programs in the classroom and at the center levels.
- Provide on-going assessment and Improvement Plans for instructors, centers, and the overall program.
- Provide evaluations with Individual Improvement Plans for Center Directors on an on-going basis.
- Monitor, review, and assess all instructional staff observations and individual improvement plans and provide guidance and instruction to support improved performance and student outcomes.

Leadership and Governance:

- Actively participate and engage with the Leadership Team to keep the Early Childhood Development Pillar's management team and staff, and the Policy Council informed on educational matters and the progress achieved over each program year.
- Communicate, coordinate, and collaborate with the management team as needed or requested.
- Provide guidance and instruction on program and policy matters as appropriate and properly document the same.
- Provide monthly Site Visit reports – Assessment/Improvement Plans and Monitoring reports to the Head Start Director.

Continuous Quality Improvement and Outcomes:

- Monitor educational progress and assess trends across the tri-annual checkpoints using the children's outcome data.
- Provide assessment reports for the Head Start Director after each checkpoint.
- Monitor progress and assess trends across assessment tools (i.e., ECERS, ITERS, CLASS, TPOT, ESI-3) and provide Improvement Plans for Teachers and Directors.
- Data Analysis and Organizational Learning – Effectively tracking and using data to support classroom achievement, to improve partnerships and to drive strategy around the organizational theory of change and service delivery.

Professional Development:

- Collaborate with the Leadership Team to plan, coordinate, and implement a wide range of diverse, applicable, and creative professional development opportunities for all staff.
- Participate in offered trainings, workshops activities during in-service days, and/or all-staff conferences.
- Become reliable in ECERS, ITERS, CLASS, TPOT, and Creative Curriculum Interrater Reliability.
- Other duties may be assigned to meet business needs.

Educational, Required Skills and Experience Requirements:

- Bachelor's degree in related field. Master's Degree preferred.
- NJ Teaching Certification required.
- Minimum 5 years of supervisory experience in Head Start organization with children 0-5 years old.
- Excellent communication and writing skills.

Physical Requirements:

- Must be able to carry a child up to 50 lbs.
- Carry classroom supplies and equipment as needed.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:** 25-9031
- **Reports to:** Head Start Director
- **Schedule:** Monday – Friday; 8:15am – 4:15pm
- **Compensation:** \$80,000
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **“Education Coordinator”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.

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