



# Native American Youth and Family Center

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**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

## Position Description

<b>Position:</b>	<b>Early Head Start Education Coordinator</b>
<b>Department/Program:</b>	Family Services/Oregon Child Development Coalition
<b>Compensation:</b>	Starts at \$22.00-\$23.00 hourly or commensurate with experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Full-Time, Regular, Non-Exempt
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Early Childhood Services Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	March 2021

### Position Description:

This position will be responsible for managing the education services components consistent with Head Start Performance Standards, HS and Oregon Department of Education Early Learning Frameworks and Oregon Childcare Division licensure requirements. The Education Coordinator will utilize research-based child assessment tools and data to ensure classroom teaching teams are following best practice and improving child development outcomes while nurturing the well-being of children and implementing Positive Behavioral Interventions and Support (PBIS) strategies. This position will work cooperatively with the teaching teams, which may include Head Teachers, Assistant Teachers, Classroom Aides, Interns and Volunteers as well as support the educational component of the EHS Home Based Program. The Education Coordinator will have continual interaction with co-workers, parents, and children to provide information; and must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks and required documentation in a timely manner. The Education Coordinator will face considerable amount of variable levels of concentration with frequent or constant interruptions; and must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.

### Essential Functions:

- Regular and consistent attendance is an essential function of this position.
- Ensuring education staff are adequately and consistently trained in and utilize Creative Curriculum and Positive Behavior Interventions and Supports (PBIS) in the classroom
- Ensuring education staff regularly implement individualized plans into the classroom curriculum

# **NAYA Family Center** | Position Description: **Infant/Toddler Teacher 1 & 2 OCDC**

- Conduct on-going observations of child development, and go over individual child development observations with families.
- Ensuring Head Teachers are adequately trained in child assessment tools to document, monitor, and evaluate curriculum and individual child outcomes.
- Ensuring Head Teachers are adequately trained and supported to conduct two educational home visits and two parent-teacher conferences per year as outlined in program policies.
- Ensuring all education staff positively engage with parents/guardians on a daily basis to foster an environment where parents/guardians are encouraged to participate in their child's learning in the classroom and at home and understand they are their child's most important teacher.
- Assisting in the ongoing planning and education of all program staff on education policies, procedures and best practices relevant to education services.
- Ensuring Head Teachers, Home Visitors, and Family Services are adequately trained in transition practices that adhere to Head Start Performance Standards and program policies, include parents/guardians in the process, and are individualized if needed.
- Collaborating with admin team to ensure education services include health, inclusion, nutrition, and family services as appropriate and these services are positively supported in the classroom.
- Assessing the need for and facilitating the ordering of educational equipment and materials.
- Collaborating with inclusion services to assess to the needs for mental health and/or Early Intervention referral and helping to ensure the process is completed in an efficient manner.
- Regularly review compliance with Head Start Performance Standards, OCDC policies, Child Care Division (CCD) licensing requirements, Occupational Safety and Health Administration (OSHA), and USDA procedures for safety, health, nutrition, emergency, and sanitation including the supervision of children at all times.
- Providing adequate and consistent coaching and modeling related to Early Childhood Education best practices and programmatic policies
- Assist team members in developing and implementing professional development goals and plans;
- Meeting monthly with each teaching team to collaborate on and guide education services, and support teams in problem solving and conflict resolution.
- Conducting regular classroom observations to assess for strengths and challenges in implementing quality ECE and safety concerns and address, as needed.
- Understanding and reinforcing programmatic and agency policies, procedures, goals and mission and regulatory laws and ensuring all supervisees do to
- Ensuring that classrooms are fully staffed in accordance with Oregon Childcare Division licensure requirements, and if a teacher is out, an appropriate substitute teacher is assigned in their place;

## **Additional NAYA Family Center Duties:**

- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Client information input data, and maintain NAYA and/or contractually required information database systems to track
  - Includes entering client data, assisting and/or preparing periodic reports
  - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Work as an active member of departmental team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

# NAYA Family Center | Position Description: **Infant/Toddler Teacher 1 & 2 OCDC**

## Education & Training:

- BA/BS degree or higher in any field and coursework equivalent to a major relating to early childhood education AND 6 months actual work experience working with infant toddler age children
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

## Certifications/Credentials:

- Certification (or ability to certify within 30 days) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

## Job Requirements:

- Must be registered with Oregon's Central Background Registry.
- Ability to pass agency sponsored physical examination. TB test documented.
- This position is an authorized driver and must possess current driver's license and ability to be ensured under NAYA liability policy.
- Demonstrated knowledge of Head Start system.
- Possess current First Aid and CPR cards with infant/child CPR.
- Must possess and maintain food handler's card.
- Ability to travel occasionally.
- Ability to relate positively to children and adults.
- Must maintain any current education licensing.

## Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred

## Skills:

- Bilingual Spanish/English preferred. Bilingual fluency may be required at some work sites
- Must have ability to operate computers and possess basic knowledge of Microsoft Windows, Word and other software
- Excellent supervision and organizational skills
- Excellent communication skills
- Effective training/development skills
- Must perform duties with moderate direction given, operating from established directions and instructions.
- Decisions are made with general agency policy constraints, but requires independent decision making
- Demonstrated ability to work and relate positively with children and adults
- Demonstrated ability to have continual interaction with co-workers, parents, and children to provide information
- Demonstrated ability to handle considerable amount of variable levels of concentration with frequent or constant interruptions
- Demonstrated ability to handle multi-faceted tasks on a frequent basis
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 98% office/classroom, 2% outside office including travel time.

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- May work outdoors intermittently with exposure to typical Oregon Weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Working primarily in a close environment with active children.

## **Physical Requirements:**

- The employee may be required to push, pull, and carrying supplies, cleaning equipment, and files, and other equipment in the range of 10-40 lbs
- Frequent lifting, bending, squatting, and kneeling while assisting children or conducting janitorial responsibilities
- The employee is occasionally required to stand; walk; sit; use hands, reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell
- The employee may be required to sit or stand for extended periods of time
- The employee must occasionally lift and/or move up to 40 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

## **Other Requirements:**

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying\\_Convictions\\_2015.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)

## **Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Open Until Filled

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

## **Please send application materials to:**

Attn: Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)