



Job Announcement

Title: Curriculum Lead

Description: The Curriculum and Instruction Lead promotes and supports the early learning approach to school readiness. Primary responsibilities include supervising, guiding and supporting Encompass Early Learning teachers (in North Bend and Carnation) to promote effective teaching practices that lead to positive outcomes for children.

Responsibilities:

- Schedule and lead collaborative teacher planning sessions
- Plan and present individual and group workshops on relevant child development topics to teaching staff
- Provide constructive feedback and on-site support (modeling, co-teaching, observing, materials, and resources) for teaching practices to increase teaching skills through one-on-one coaching session with teaching staff.
- Provide follow-up support to teaching staff following any form of training to ensure transfer of skill to practice.
- Ensure that the curriculum is delivered consistently throughout the various classroom
- Gather and record information about teachers' implementation of practice
- Work jointly with the Early Learning Manager to analyze program results and develop program goals
- Develop individual and group goals for the implementation of curriculum

Hours/Schedule: 40 hours per week, 44 weeks per year

Salary: \$18.46-22.15, DOE

Location: Encompass Early Learning Center 1407 Boalch Ave, North Bend WA 9804
Encompass Carnation Preschool 4950 Tolt Ave, Carnation WA 98014

Qualifications:

- Bachelor's Degree in early childhood or related field. An equivalent combination of education and experience may be considered.
- Three years of experience in a classroom with toddlers or preschool-aged children
- Two years of supervisory experience in a related setting, including group organizing and working with families
- Basic computer skills (includes MS Word)

Required Knowledge, Skills and Abilities:

- Knowledge of and familiarity with the practices and principles of early childhood education, including curriculum, assessment, individualized learning, promoting parents as their child's first teachers, and teacher/caregiver training and supervision.
- Excellent interpersonal and communication skills including the ability to work as a part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings
- Demonstrated ability to work effectively with diverse populations and people with limited income
- Knowledge of data collection, analysis, and reporting
- Ability to organize own work and to work independently
- Willingness to comply to agency standards
- Reliable transportation and Washington state driver's license.

Physical Demands:

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting, walking or standing, and may involve some running.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Send resume/application to: Encompass, attn. Kristin Webb, Director of Administration, 1407 Boalch Ave NW, North Bend WA 98045 or email to: employment@encompassnw.org. No phone calls, please.

Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.