



mary crane CENTER

Internal Job Announcement

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## 0-3 Education Coordinator

### **Position Summary:**

0-3 Education Coordinator provides mentoring, training and development to teaching staff, site directors and Home Base staff to support quality early childhood development programs. 0-3 Education Coordinator plans, monitors and implements program education components, including Infant Toddler Specialists.

### **Responsibilities:**

- Education quality through Fidelity, CLASS preparation, curriculum technical assistance.
- Early Head Start monitoring, Preventive Initiative monitoring, screenings monitoring, NAEYC, and Illinois State Standards monitoring.
- IFSP support, COPA monitoring aggregating data and reporting, the use of Parents as Teachers, the use of Pregnancy Pathways.
- The implementation of PITC, the implementation of School Readiness Goals, and modeling and feedback for teachers, teaching teams, and Site Directors.
- The 0-3 Education Coordinator is an instructional leader for the organization.
- Provides Education support to families with at least one home visit from each classroom per year.
- Other duties as assigned.

### **Mandatory Job Qualifications:**

BA or Master's (preferred) in ECE and / or Type 04 (PEL) with ESL endorsement (when applicable).

Gateways ECE and Infant Toddler level 5

**Salary and Benefits:** Competitive and Comprehensive.

**How to Apply:** Send a resume, cover letter, and three professional references to Beth Rivera at [brivera@marycrane.org](mailto:brivera@marycrane.org) or fax to 773-242-2881.

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