

**Position Opportunity
Early Head Start Curriculum Coordinator**

Location: Pediatric Therapy Network Torrance, CA

Pediatric Therapy Network (PTN) has recently been granted federal funding to create and implement a new Early Head Start Program. As an existing non-profit organization, PTN is dedicated to providing innovative, high quality programs to serve families with children of all abilities. We are excited to offer an unique Early Head Start program which will incorporate the expertise of child development professionals, including speech therapists, occupational therapists, and physical therapists. Services will be provided to 112 families and children through a home based model and a full day center program. We are seeking a Curriculum Coordinator in the Early Head Start program who is experienced, passionate, dedicated, highly motivated, possesses good communication skills, and values collaboration.

Responsibilities:

- Work collaboratively with the Early Head Start Director, Coordinators, and key staff to establish and implement the Early Head Start Program, including ensuring compliance Federal program requirements and the mission of Pediatric Therapy Network.
- Assist with the recruitment, hiring, and training of home visitors, teachers, and assistants.
- Collaborate with the Prevention and Intervention Coordinator and therapists to develop and oversee the curriculum component of home visits and classrooms.
- Provide guidance in classroom design.
- Plan for and coordinate orders for educational supplies and equipment.
- Provide leadership and supervision for home visitors and teaching staff, including holding regular supervision meetings to provide consultation and guidance on caseloads.
- Conduct annual reviews to provide staff with constructive feedback and develop career goals and objectives.
- Coordinate with the Prevention and Intervention Coordinator to facilitate and organize appropriate staff trainings and education.
- Assist the director in the development and administration of the Training and Technical Assistance Budget.
- Track ongoing coursework and continuing education for staff.
- Assist in the development and updating of program manuals.
- Participate in a variety of meetings such as various staff meetings and/or in-service training sessions, community groups, etc.

Education Requirements: Qualified applicants must have a bachelor's degree in Early Learning, Early Childhood, or a related degree and at least 3 semester units in Administration or Staff Relations. A Child Development Site Supervisor Permit, Program Director Permit, or Child Development Teacher Permit issued by the California Commission on Teaching Credentialing is preferred.

Experience: At least 4 years of teaching experience and at least two years of supervisory experience in an Early Head Start, Head Start, or other early childhood setting. Proficiency in spoken and written Spanish is strongly preferred.

Salary: Competitive salary, excellent benefits

Please submit applications and credentials to:

Human Resources

Pediatric Therapy Network

1815 West 213th Street, Ste. 100

Torrance, CA 90501

Email: jobs@ptnmail.org

Fax: 310. 328.7058

www.PediatricTherapyNetwork.org

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