



earlylearninghub.org

## Kindergarten Partnership and Innovation Coordinator

### POSITION OPENING

**Position:** Kindergarten Partnership and Innovation Coordinator, .75 FTE

**Location:** Salem, Oregon

#### History:

Marion & Polk Early Learning Hub, Inc. (MPELH) is a nonprofit organization leading a collaboration to ensure every young child is safe, healthy and eager to learn, and every family is strong and resilient. Marion & Polk Early Learning Hub, Inc. is an outcome-focused collaboration of partners across communities in that connects resources, programs and families to ensure better outcomes for young children. MPELH serves as a backbone organization to support the collaboration of partners. The partners have committed to three overarching goals driving the work:

#### Community Goals:

- Children are Ready for Kindergarten
- Families are Stable and Attached
- Services are Coordinated and Effective

#### Job Summary

This position implements and supports the Kindergarten Partnership and Innovation (KPI) grant activities in the North and South Marion County communities (including but not limited to Stayton, Aumsville, Mount Angel, Jefferson) among the identified school catchment areas in those communities.

The KPI Grant Coordinator works to improve Kindergarten achievement by performing a variety of roles, including planning, organizing, coordinating, supervising, and evaluating activities and services associated with the Kindergarten Partnership and Innovation Grant. The Grant Coordinator will plan, assign, and coordinate the work of staff from partner organizations and of volunteers.

This position is responsible for working with other KPI Coordinators around the Hub region to coordinate data collection, plan professional development activities, and work with MPELH staff to assist in the coordination of parent education opportunities.

 (503) 967.1185

 [info@earlylearninghub.org](mailto:info@earlylearninghub.org)

 2995 Ryan Drive SE, Suite 200 Salem, OR 97301

## **Duties and Responsibilities:**

### ***Coordination & collaboration***

- Work with the local partner organizations including school district instructional coordinators and other partners in Early Childhood and Elementary Programs as a representative of the Marion & Polk Early Learning Hub (MPELH) to develop goals, objectives, work plans, and timelines for implementing the grant each year, including regular program evaluation and improvement.
- Work with K-3 and Pre-K educators in developing and implementing an instructional framework that aligns preschool education with the Common Core State Standards.
- Develop with school staff effective kindergarten outreach plans and coordinate kindergarten events with community providers/partners.
- Work with partner agencies to identify families with pre-kindergarten age children who are not attending a pre-kindergarten program and to develop messages and services to assist these future Kindergarten students and their families in getting ready for school.
- Recommend, plan and organize appropriate staff trainings, including Pre-K and K-3 professional learning community meetings.
- Oversee KPI events and activities at the assigned KPI sites to ensure quality and fidelity.
- Participate in all KPI Coordinator meetings; work collegially with other KPI Coordinators in the Hub region.
- Develop needed forms, brochures, and files and procure supplies needed to meet the operational needs of the grant.
- Coordinate parent education workshops as needed, such as Ready for Kindergarten, with partner organizations.
- Be available evenings and weekends for KPI and other Hub related events.

### ***Reporting and evaluation***

- Plan and oversee program budgets in cooperation with supervisor and KPI program lead.
- Serve as a liaison between teachers, administrators, agency staff, community partners, program participants, and the public in the coordination of the grant programs and activities.
- Provide or supervise the training for data collection needed for state and grant evaluation; responsible for scheduling, collecting, and reporting required data. This will require working with other KPI coordinators.
- Organize and prepare reports and other correspondence as required.
- Represent the Kindergarten Partnership and Innovation Grant at local, state, and national meetings and conferences as requested.

### **Qualification Requirements**

- Bachelor Degree preferably in the field of education, early childhood development, child development, or related field.
- Mastery of Spanish and English language. Must be able to speak and write in both languages.
- Must possess a comprehensive knowledge of child development based on education, training, and experience working directly with children in a high-quality early care and education setting.
- Competent in using computer technology and software.
- Must hold a valid driver's license, have reliable transportation and proof of insurance.

- Must obtain a clear background check.
- Position required availability for some evenings and weekends for KPI and other Hub related events.

#### Salary & Benefits

Range: \$34,000-\$39,000 commensurate with qualifications and experience.

MPELH offers a benefits package that includes Paid Time Off (PTO), and medical, dental, vision health benefits for full-time employees. This is a full-time exempt position with a work schedule that will include occasional evening and weekend meetings. There will be some travel, primarily in-state.

#### **TO APPLY:**

Please submit a resume with three (3) references and a cover letter discussing how your experience lines up with the primary activities of the position.

[lharnisch@earlylearninghub.org](mailto:lharnisch@earlylearninghub.org)

Applications will be reviewed as they are submitted. Position is open until filled.