



CAMDEN CITY SCHOOL DISTRICT

Office of Human Resources

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Educational Program Specialist, Office of Early Childhood

(Pending availability of funds and State Superintendent's approval)

The State Superintendent invites qualified and interested candidates to apply for the position of **Educational Program Specialist, Office of Early Childhood**.

Camden City School District is in a historic period of change. With the recent state intervention, Camden is uniquely poised to transform and re-focus its efforts to ensure all students have the academic and personal skills required to succeed in life. Currently, Camden City has 26 district and 11 charter schools serving more than 15,000 students in total, of whom nearly 95% qualify for free or reduced price lunch. The district is committed to building talented and committed cadres of educators and providing the appropriate supports to schools to ensure all students can be successful.

[The Camden Commitment](#) outlines the district's plan to ensure that every student in the city is enrolled in an excellent school that meets his or her unique needs. The Camden Commitment represents the district's promise to honor the faith of educators, community members and families in the limitless potential of our children by implementing the considerable changes necessary to ensure that they are able to learn in an excellent school. As a part of this plan, the district is in the process of streamlining and transforming the Central Office into a customer service and school support organization focused on ensuring that all schools are well-equipped to provide all of their students with an excellent education.

ROLE OVERVIEW

The Educational Program Specialist, Office of Early Childhood ("Educational Program Specialist") will support the vision for Camden City School District by ensuring that all Pre-K students in the district have access to high quality preschool classroom environments and instruction. Reporting to the Director of Early Childhood Education, and working closely with Early Childhood Supervisors, Preschool Intervention & Referral Team, CPIS and Social Workers, the Educational Program Specialist is responsible for providing in-classroom support to help preschool teachers continuously improve their classroom practice. This will include the design and delivery of formal and informal professional learning experiences to in-district and private provider preschool teachers based on reflective coaching outcomes and data from structured assessments.

MINIMUM REQUIREMENTS

- Bachelor's degree required from an accredited college or university
- Certification required:
 - New Jersey Teacher certification in Pre-K-3 or
 - New Jersey Standard Elementary School Certificate and the equivalent of two academic years of full-time teaching experience teaching three and four year olds; or
 - New Jersey Standard Nursery School certificate; or
 - Pre-school through third grade endorsement in addition to another standard instructional certificate
- Three to five years' experience in teaching preschool programs
- Demonstrated experience with performance-based preschool assessments
- A valid driver's license as well as current insurance and vehicle with valid registration
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status

ROLE & RESPONSIBILITIES

Major responsibilities of the role include, but are not limited to:

- Mentors, coaches and provides feedback to teachers in early childhood programs regarding developmentally appropriate instruction and professional development
- Provides differentiated coaching to teachers based on a reflective cycle model of coaching
- Coordinates and facilitates community-based early childhood staff development
- Provides high-quality staff development instruction for all aspects of the early childhood program between district and community provider programs
- Provides resources and support to in-district and community provider early childhood programs
- Coordinates parent workshops with community center family workers
- Provides information on district programs to the family worker and community center program staff
- Provides Pre-K and Kindergarten transition activities, programs and services between community provider and district programs
- Researches, interprets and disseminates current developments in learning, instructional strategies and classroom management through reading of professional education journals, active participation in professional development and involvement in professional organizations
- Provides guidance to in-district teachers on ordering materials that will enhance the classroom environment and delivery of instruction
- Actively participates in committees, working groups, and other meetings that drive the mission of the Office of Early Childhood to provide high-quality education to Pre-K students
- Takes on special projects as needed to support the Director of Early Childhood Education and the broader department

The Educational Program Specialist may also take on other tasks and responsibilities as assigned by the Director of Early Childhood Education.

CORE COMPETENCIES

An ideal candidate for this role will demonstrate the following and/or have experiences with:

- Strong oral and written communication skills
- Strong interpersonal and teamwork skills
- Flexible, optimistic approach; committed to overcoming challenges; comfortable with change and ambiguity
- Ability to work independently and manage multiple responsibilities simultaneously
- Desire to grow professionally and seek out new opportunities to learn
- Integrity and clarity in all communications and interactions
- Commitment to the success of all Camden students; specifically to raising the academic achievement of children in high-poverty communities
- Ability to thrive in a fast-paced and achievement-oriented environment
- Strong problem-solving and project management skills - strong organizational skills, attention to detail, the ability to balance the big picture with detailed steps to reach the end goal and the ability to balance multiple projects under tight deadlines
- Fluency in all Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and basic Web browsers and searches
- Willingness to go above and beyond to contribute to the success of a dynamic team committed to a new future for urban education
- Demonstrated ability to learn quickly and take initiative

REPORTS TO

- Director of Early Childhood Education

EVALUATED BY

- Director of Early Childhood Education
- Supervisor of Early Childhood Education

SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION

Salary Range:

- Competitive based on qualifications and previous experience

Employment Period

- 10 months, tenurable position

Union Affiliation

- CEA

HOW TO APPLY

Camden City School District is only accepting electronic applications. Please visit our [online application system](#) to submit your resume, cover letter and references today! Incomplete applications will not be considered.

**CAMDEN CITY SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**