



Job Announcement

Early Literacy/RAR+ Specialist South Coast Family Engagement Initiative

Job Description

Puente de la Costa Sur seeks a bilingual (English/Spanish) Early Literacy/RAR+ Specialist (ELS) to support a 0-5 Family Engagement Initiative in the San Mateo County South Coast communities of La Honda, Pescadero, Loma Mar and San Gregorio. The ELS will work as part of a Puente and La Honda-Pescadero Unified School District team to build community capacity around early childhood education, develop and implement evidence-based practices in early literacy and math programs that increase family engagement, care provider training, and positive child outcomes. The ELS reports to the Project Manager of the South Coast Family Engagement Initiative at Puente and is based in Pescadero.

Responsibilities include:

- Implement evidence-based practice, Raising a Reader+ Family Nights, in families with school-aged children, ages 4-5, as well as support literacy and numeracy activities of Abriendo Puertas/Opening Doors family engagement curriculum, as approved by the Heising-Simons Foundation grant process for at least a two-year period, July 2014-June 2016.
- Expand implementation of Raising a Reader in families with children 0-3, including parent trainings, management of book bag program and oversight of volunteers.
- Develop and implement additional early literacy and numeracy activities for families with children ages 0-5 as needed.
- Support efforts to train home childcare providers and youth and adults who provide child care during Puente programming, especially around early literacy and numeracy.
- Make home visits to families with children, ages 0-5, with the Project Manager and school district personnel to facilitate family engagement with core efforts of the initiative.
- Implement best practices designed to increase family engagement and literacy and numeracy support for children ages 0-5.

Qualifications:

- Bachelor's degree from an accredited college/university in child development or closely-related field, or current teaching credential required. Reading Specialist Program Certificate or Master's degree desirable.
- At least two years of professional literacy education experience is required, collaborating with community-based organizations, particularly working with dual language learners.
- Broad knowledge of early literacy and childhood literacy, including child learning theories and philosophies as well as programs for dual language learners.
- Proven ability to take initiative to grow, enhance and redefine a literacy program.
- Excellent communication, presentation and people skills.
- Experience with professional development delivery.
- Willingness to work some evenings and weekends.



- Excellent and proven oral presentation skills and written communication skills in English and Spanish.
- Strong ability to work effectively and well with staff and public in a multicultural environment.
- Experience managing volunteers.
- Valid driver's license, automobile in good working order and current auto insurance.
- Computer word processing, spreadsheet, and database management skills, ideally with Microsoft Office Suite.
- Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently and as part of a team to complete tasks as assigned.

Location: Puente de la Costa Sur, Pescadero, CA

FTE: part-time .5 FTE, including some evenings and weekends

Appropriate placement on salary scale depending on qualifications.

Please send resume, cover letter and references by Friday, July 25, 2014 to:

Kerry Lobel, Executive Director

Puente de la Costa Sur

P O Box 554

Pescadero, CA 94060

By e-mail to: klobel@mypuente.org and sabel@mypuente.org