



Job Title: Infant/Toddler CDA Instructor-Coach

Reports to: Director, Early Childhood Professional Development Institute

Supervises: N/A

Job Summary: The Infant/Toddler CDA Instructor-Coach is responsible for assisting 20-25 child care teachers in meeting the educational requirements needed to attain the Child Development Associate's Credential through direct instruction, providing aligned technical assistance visits and coaching, coordinating site visits and guest lectures, facilitating communities of practice, and observing, and implementing applied practice activities. This includes working full-time, year round in the CDA program. He/she will be responsible for teaching the CDA classes, and mentoring and supporting candidates in successful completion of the requirements to attain a CDA credential.

Job Code: R203-1

Duties and Responsibilities

- Provide instruction on CDA competencies aligned with CLASS and Teaching Strategies Gold;
- Facilitate Professional Learning Communities (PLC's) to deepen understanding and implementation of CDA instruction and to develop CDA Portfolio;
- Provide and monitor field experiences that offer a unique educational opportunity for early childhood teachers to earn a CDA, combining classroom instruction with job-embedded coaching, online training and field-based experiences;
- Conduct ITERS and CLASS assessments and provide feedback to each candidate;
- Provide individualized coaching based on action plans determined by ITERS and CLASS assessments;
- Support CDA candidates to attain their CDAs within a year of completing the program;
- Track attendance and progress on coursework, PLC's, coaching and portfolio development;
- Engage in other course related activities as assigned.

Qualification Requirements

- Master's degree in Early Childhood Education or related field preferred
- Certified Toddler CLASS Observer
- 5+ years professional experience in field of education
- Deep conceptual understanding of the CDA program and Adult learning styles.
- Experience providing professional development and support to education professionals
- Ability to track and monitor student progress
- Adept use of technology
- Must have valid driver's license and transportation
- Ability to obtain a Louisiana Right to Review and background check
- Position requires a flexible schedule, including some evening and weekend work
- LA Pathways Trainer Certification

To Apply

Submit a resume and cover letter to applications@agendaforchildren.org. Please reference the Job

Code(s) for the position(s) you are responding to.

Applications accepted until positions filled.

No phone calls please.

Compensation

Commensurate with experience.

Agenda for Children is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, gender, color, religion, national origin, age, marital status or disability.