

Job Description

Job Title: Bilingual CDA Instructor (Spanish/English)
Reports To: CDA Manager
Department: Education
FLSA Status: Exempt
Reviewed Date: May 2021
Approved By: Executive Director

Briya is committed to promoting diversity, equity and inclusion within our organization and the communities we serve. We embrace diversity of experiences, ideas, and individuals, and seek to bring diverse candidates to the table.

Position Summary

The CDA Instructors are part of the Briya Public Charter School’s workforce development programs committed to providing college and career readiness training. Briya is a Tier One Public Charter School, consistently achieving the highest educational outcomes through its innovative, family-centric programming.

Briya’s Child Development Associate program equips students to provide high-quality care and education for future early childhood teachers, home visitors or directors of licensed childcare development centers.

Briya has a strategic partnership with Mary’s Center, a Federally Qualified Health Center, further strengthening student families with comprehensive medical, dental, and social services.

The CDA Instructor position may include, but is not limited to, the following tasks and responsibilities:

Essential Duties and Responsibilities

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Planning

- Develop daily/weekly lesson plans that adhere to the CDA Curriculum with fidelity.
- Plans in collaboration with the Program Coordinator to follow best practices in instructional design by including objectives, instructional activities with differentiated

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instruction, and assessment, all of which are appropriate to the skill level, needs, and interests of the students in the program.

- Utilize effective strategies that provide opportunities for student learning and active engagement in the learning process, incorporating contemporary tools, technologies, and resources, that promote and stimulate all learning styles.
- Design authentic learning experiences for students to develop the knowledge, skills, and attitudes necessary to be effective child-care providers at both center-based as well as home-based settings.
- Evaluate students' progress and curriculum's effectiveness through regular formal and informal assessments including CASAS, quizzes, and group activities.
- Plan in collaboration with the math instructor to incorporate mathematics into the regular curriculum.

Teaching

- Teach CDA classes in the evening setting, in Spanish, integrating academic skills (literacy, digital literacy, and math), workforce development and the 13 areas of content related to the CDA Curriculum.
- Provide quality instruction that fosters an academic learning climate, actively supports teaching and learning, and implements the curriculum with fidelity.
- Utilize effective teaching strategies and adult learning principles that provide opportunities for student learning and active engagement in the learning process.
- Use assessments and evaluation data to monitor student learning, instructional effectiveness, and instructional decisions. Provide ongoing, informal assessments to provide increased instructional opportunities. Assist with the coordination of data collection.
- Provide a safe and orderly learning environment in the classroom.

CDA Administration

- Oversee the CDA learners' portfolio completion by tracking documents, providing guidance, feedback and coaching.
- Build and strengthen partnerships with potential and current practicum sites.
- Oversee the practicum placements for CDA learners by identifying potential sites, coordinating placement, tracking hours and providing support to placements and students.
- Support CDA alumni in fulfilling the requirements for certification and job placement and retention.
- Administer CASAS (Comprehensive Adult Student Assessment Systems) exams to measure CDA student growth in accordance with Briya's Performance Management Framework (PMF).
- Analyze and utilize CASAS data to support growth in required competencies.

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Student Support & Other Duties

- Meet on weekly basis with Program Coordinator for check-ins, including but not limited to, co-teaching strategies and plans, assessment data analysis, students portfolio, attendance,
- Maintain accurate academic records of all the students attending assigned classes.
- Provide information and referrals for families regarding social, health, legal and educational resources and opportunities available in the area. Refer students to Student Services Coordinator as needed.
- Assist special events such as graduation and other school-based celebrations.
- Supply information and data needed for reporting and work with the monitoring teams who visit the school.
- Participate in all staff meetings, training, and retreats.

Work Schedule:

- Full-time work schedule includes 3-4 evenings per week as programs require

Competencies:

A successful Child Development Instructor will demonstrate, or actively work towards demonstrating, the ten characteristics of an effective Briya teacher:

- **Learner-Centered/Empowering**
Facilitate a learner-centered classroom that empowers students.
- **Effective Communicator**
Communicate effectively with colleagues, students, and the wider community
- **Respectful/Trust Builder/Culturally Sustaining Approach**
Be respectful and culturally affirming.
- **Engaging/Dynamic/Creative**
Engage students through dynamic and creative lessons while teaching English as a Second Language/Adult Education classes in a family literacy setting integrating ESL, computers, child development, and PACT (Parent & Child Together) instruction across components.
- **Patient**
Practice active patience in and out of the classroom.
- **Collaborative/ Community Builder**
Build community in the classroom and collaborate with colleagues to ensure that class components are integrated (ESL, DL, and CD).
- **Compassionate /Warm/Supportive**

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Be compassionate and warmly supportive of students and colleagues.

- **Knowledgeable/ Life-long Learner**

Be knowledgeable of current best practices and implement in them in the classroom.

- **Disciplined/ Self Motivated**

Demonstrate discipline and self-motivation at work.

- **Flexible/ Adaptable/ Resilient**

Be flexible, adaptable, and resilient.

Briya Public Charter School also values and expects the following from its employees:

- **Professionalism** – Treats others with respect and consideration regardless of their status or position. Follows established policies and procedures to support the overall function of the organization.
- **Safety and Security** – Observes safety and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.
- **Attendance/Punctuality** – Is consistently at work and on time, adhering to a schedule pre-determined between the employee and the supervisor.
- **Dependability** – Follows instruction and responds to management direction. Takes responsibility for own actions.
- **Financial Management** – Commitment to financially responsible decisions around programs to support student retention, new family recruitment, and careful classroom budgeting to meet the needs of the school.

Qualifications

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience –

- Master's degree (preferred) in field related to early childhood education and 2 years of adult teaching or related experience and knowledge *or* a Bachelor's degree (required) in relevant field and 3 years of teaching or related experience and knowledge in the fields of early childhood education, adult education, special education, parenting, and/or early childhood development.
- Excellent communication skills in both English and Spanish. Amharic, Tigrinya, French, and/or Arabic also highly valued.

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- Strong interpersonal skills and proven ability to work as a member of a team
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), Windows. Comfort with, or ability to learn, a learning management system (Briya uses Schoology), Smart Board Technologies, Google Classroom, Google Apps for Education and online learning applications such as Kahoot, Quizlet, and EdPuzzle
- Excellent interpersonal, problem-solving, analytical, and organizational skills.
- Commitment to develop and contribute to a community of educators.

Physical Demands – Regularly required to sit; frequently required to reach with hands and arms, walk, stoop, kneel, crouch, talk or hear; must be able to lift objects up to twenty-five (25) pounds.

Work Environment – Mostly in a typical office and/or home setting with quiet to moderate noise level.

Acknowledgement of Receipt and Agreement:

Employee Signature

Date

Printed Name

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