

Job title	<i>Early Childhood Education Specialist</i>
Reports to	<i>Principal/Volunteer Coordinator</i>

Job purpose

Provide support to preschool and kindergarten teachers by providing feedback and strategies to improve the early education program. Assist in lesson planning, delivering lessons, evaluating student performance and participating in school-wide activities.

Qualifications

- Master's Degree.
- US teaching certification.
- Extensive experience in early childhood setting, preferably in the United States.
- Experience in training, coaching, and mentoring peers.
- Excellent English language skills - speaking, listening, reading, and writing
- Ability to meet professional challenges and accept new living experiences in a different culture.
- Ability to work independently and take initiative in improving the early education program.
- Minimum six years teaching experience.
- Preferred:
 - Moderate proficiency in speaking and understanding Spanish, will consider candidate with a minimal level of Spanish if candidate is willing to take Spanish classes before term begins.
 - Experience teaching ESL.
 - Experience living/working outside of the US.
 - Experience with accreditation process of schools.

Duties and responsibilities

- Work alongside Honduran classroom teachers to provide assistance and to understand their daily challenges.
- Develop strategies for the school to improve the bilingual early childhood education program.
- Provide a variety of professional development opportunities such as; developmentally appropriate practices, cooperative grouping, teaching strategies, meeting individual needs of students etc.
- Guide teachers in:
 - Establishing clear objectives for the school year that can be broken down into lessons, units, and projects.
 - Assisting Administration with the Curriculum Overview.
 - Planning and executing a Yearly Curriculum Map including scope and sequence; vertically & horizontally aligned to Common Core Learning Standards & Honduran Standards.
 - Commitment to Developmentally Appropriate Practice for Early Childhood
 - Understanding the importance of data collection and utilizing the results to guide teaching.
 - Establishing and enforcing rules for behavior and procedures for maintaining order among the students for whom they are responsible.
 - Attending staff meetings and serve on committees, as required.
 - Ensure that assigned teachers report to their duty posts.



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Personal Skills

- Strong leadership capabilities.
- Flexible and proactive.
- Enthusiastic, self-directed, detail-oriented, well organized with ability to multitask.
- Possessing excellent communication skills.
- Passionate about sharing expertise for the benefit of students and teachers.
- Able to interact with a team of people from different backgrounds.
- Appreciation for cultural and regional differences that affect policies, procedures, etc.
- Ability to creatively problem solve with limited resources.
- Willingness to serve in a Catholic community and school system.