

Horizon Community School

Equity • Partnership • Excellence



Early Childhood Learning/Resource Specialist

Reports to: Program Director

Employment time: Full-time beginning now

Horizon Community School (HCS) is the result of an innovative partnership with Marin Horizon School, Sausalito Marin City School District, and other community organizations. The Marin City campus opened its doors to an inaugural class of 12 two-year-olds on August 23, 2017. Honoring Marin Horizon School and the Marin City Community's commitment to fostering and respecting diversity in the community and the world, HCS satisfies a growing need for quality early childhood education in an under-served community of Marin County.

The curriculum is "Montessori inspired" and features an exceptionally strong child-focused curriculum in language development, movement, social-emotional learning, cultural awareness, and pre-academic skills as we prepare students for Kindergarten.

HCS believes that education is a cooperative endeavor between families and educators. This special program features monthly family activities and educational programs to promote play, learning, and healthy routines both in school and at home.

POSITION DESCRIPTION

HCS seeks an experienced and visionary Early Childhood Education Learning/Resource Specialist to foster and facilitate the intellectual and social development of the children. The individual must be able to work in partnership with public schools, independent schools, and other early childhood organizations within the county. -The individual must have experience interfacing with myriad cultures.

PRIMARY RESPONSIBILITIES

- Collaborate with -public school districts for student study meetings, assessments, and Individual Education Plans (IEP)
- Collaborate with the Director and Lead teachers in planning and implementation of hands-on support for students and families
- Participate in parent conferences for students with learning differences
- Make recommendations for relevant materials and other classroom tools
- Ability to build meaningful relationships with children, parents, teachers, and other specialists and partnerships.
- Answer "on-call" texts/emails for teachers and administrators including off days
- Observe prospective students during the admission process and provide written feedback
- Facilitate *Desired Results Developmental Profile* (DRDP) assessments with teachers and provide training in DRDP assessment tools
- Create culturally sensitive assessments for HCS students
- Ability to work well with children from diverse backgrounds and those with varied -abilities
- Well-organized and self-driven

- Ability to devise and adopt new techniques for teaching
- Support teachers in keeping the class focused and orderly
- Ability to manage the classroom despite challenging behavior
- Excellent leadership skills
- Act as a mentor for students and teachers
- Strong attention to detail -
- inquisitive mind to understand each individual student
- Perform observations of students and teachers in classroom settings
- Provide verbal and written evaluations related to student observations including classroom and home intervention strategies
- Provide immediate behavior and academic support on campus
- Provide input for teachers based on classroom observations
- Provide 1-1 and/or small group support and instruction for students (push-in & pull-out)
- Administer student assessment and progress reports as needed
- Work with teachers in classroom settings to provide behavior and academic scaffolding/modifications
- Create and offer Professional Development training opportunities for teachers
- Coordinate referrals to outside resources for students and parents
- Conduct initial screenings/assessments to evaluate learning and behavioral needs

QUALIFICATIONS AND SKILLS

- Minimum of 12 ECE units
- Bachelor of Arts or Science
- Special Education credential or certification
- 3-5 years of experience in preschool
- Demonstrated commitment to culturally inclusive teaching practices
- Strong time management skills
- Ability to lead and manage an assistant
- Strong written and verbal communication skills
- Compassionate, kind, and patient with pre-school level children
- Experience working with students and Families from diverse backgrounds
- Must possess a collaborative growth mindset intent on refining teaching practices
- A desire to work with and learn from adults and students alike

SALARY

- 45k - 55k
- Full benefits

Resumes and cover letters should be sent to jobs@marinhorizon.org. Please put the name of the position for which you are applying in the subject line of the email.