



## CHILD CARE OF THE BERKSHIRES, INC. EMPLOYMENT OPPORTUNITY

### Job Title:

Early Literacy Coordinator, 20 hours/week, in partnership with North Adams Public Schools

### Salary Range:

\$20 - \$24 per hour

### Location:

North Adams

### Job Type:

Part Time

### Category:

Education/Training

### Education Level:

Bachelor's Degree preferred, with 2+ years of related experience

### Description:

The Early Literacy Coordinator is responsible for providing orientation and training, support, coaching, and mentoring to the Early Literacy Specialist working with four-year olds and their caretaker. S/he will be in regular communication with the ELS and classroom teaching team. S/he will review weekly literacy-records, prepare and maintain reports, and measure performance standards for the program. The deliverance of a high-quality, early literacy program to support parent and child development, improve school readiness, and strengthen families are the goals of the program.

### Requirements:

- B.A. in Early Childhood Education or related field preferred, 2+ years of related early literacy experience.
- Knowledge of child development, particularly the ages of children 3 to 5 years and knowledge of literacy-based curriculum required.
- Ability to plan home visits, to teach verbal interactions and to speak in public required.
- Ability to supervise and coach staff members required.
- Must have good organizational skills, communication skills and writing skills.
- Must be sensitive to the needs of parents and the stressors in their lives and to interact in positive, respectful way with many different parents and children and community members.
- Must be able to work with families from diverse backgrounds and demonstrate respect to cultural and ethnic heritage of all families.

### Salary Range:

\$20 - \$24 per hour, grant-funded through June 30, 2019 with high expectations that funding will continue, school year calendar position, no hours during July and August.

### Contact:

Send resume and letter of interest that outline how your skills and experience meet the qualifications of the position to:

Child Care of the Berkshires, Inc., P.O. Box 172, North Adams, MA 01247

or email [hlabonte@ccberkshire.org](mailto:hlabonte@ccberkshire.org)

*Child Care of the Berkshires is an equal opportunity, affirmative action employer,  
with a longstanding commitment to increasing the diversity of the employee community.*