

Ready to Learn Program: Current Openings

The ValleyPBS Ready to Learn Parent Education Program is currently seeking professional, enthusiastic and caring individuals for multiple roles for the 2016-2017 school year. Working with this program offers a highly rewarding experience that allows individuals to end each day knowing they made a difference in the lives of parents and children.

About Working with Ready to Learn

The purpose of this program, is to provide parents of children, ages 0-8 with background knowledge, techniques, and resources to confidently step into the role of being their child's first teacher, strengthening literacy, math, social and emotional skills, in an age-appropriate way.

This program offers parent workshops in local school districts and typically serves low-income and English Language Learner families, so experience working with diverse populations, bilingualism and a warm and inviting demeanor are essential traits of ideal candidates.

Positions are seasonal, with the majority of assignments occurring during the school year. Typical working hours are weekday mornings (between 7:45 and 10:00am) and evenings (4:45-8pm) though there are occasionally programs that take place in the afternoon, between 2 and 4:30. Program staff create their own schedules, however good availability (at least 3 mornings or 3 evenings per week, or a combination of the two) is necessary.

Training and support is provided for qualified individuals, and pay rates are in line with the high-caliber of individuals we seek to involve in this important work.

Positions Available

Lead Trainer (3-5 openings)

Lead Trainers are responsible for teaching Ready to Learn parent workshops in front of a group of up to 35 adults, as well as picking up and dropping off teaching materials with the Ready to Learn office at least once weekly. Lead Trainers also serve as the leaders of their school teams and spend time preparing to teach parent workshops, interacting with school staff and administrators, and encouraging parent participation through personal phone calls or in-person invitations on campuses.

Bilingual (English-Spanish, English-Hmong or English-Punjabi) speaking ability, with full fluency in both languages is required. The ideal candidate has a minimum of 48 college units in an area related to education, child development or psychology. Other key characteristics and abilities include: highly responsible, successful past experience presenting or teaching groups, professional appearance and demeanor, warm, friendly personality. Strong organization and record keeping abilities are also a must. (Pay for this position is \$125 per workshop)

Workshop Translators/Assistants

Workshop translators work directly with Lead Trainers during parent workshops, providing translation for parents in attendance who speak a different language. Often times, workshops are taught in Spanish, as the majority of parents in attendance speak Spanish at many schools, so translators provide instruction in English. Bilingual (English-Spanish, English-Hmong or English-Punjabi) speaking ability, with full fluency in both languages is required for this position.

This position also assists the Lead by organizing records during workshops (parent attendance information, registration forms, etc.) and occasionally helps with childcare, so the ideal candidate for this role is flexible, loves working with parents and children, and is a true team player.

(Pay for this position is \$50 per workshop)

Childcare Leaders

Childcare Leaders play an important role, as they allow parents to focus on learning during their workshop by ensuring a safe, enjoyable and enriching experience for their children.

Childcare Leaders, along with the help of a Childcare Assistant, manage a group of children who vary in ages from 1-12, 3-5 years' experience working with children and managing groups of children in a classroom, daycare or Sunday school setting is required.

Qualified candidates will have a friendly, nurturing and caring demeanor, possess knowledge of best practices in child safety, group management and an understanding of age appropriate activities. The best Childcare Leaders are flexible and adapt quickly to best serve the children in attendance at each session. Bilingual speaking ability desired, but not required.

(Pay for this position is \$55 per workshop)

Childcare Assistants

Childcare Assistants provide care for children in childcare following the guidance and direction of Childcare Leaders. Childcare Assistants should have some experience working with children, and a genuine desire to have a positive impact on their lives. A warm, friendly and professional demeanor is necessary and bilingual individuals are greatly needed, though it is not a requirement of the position.

All positions require reliable transportation, the ability to provide a clear TB and Live Scan record (per education code requirements) and regular access to a cell phone and internet.

How to Apply

Interested individuals should send a cover letter that details how they are a match for the role they are interested in, which role(s) are of interest, bilingual ability and availability.

A resume that includes at least 3 references must also be included. Emails that do not include a cover letter and resume with the required information will not be considered or receive a response. Interviews will be taking place soon, so do not delay in replying. All letters and resumes should be emailed to ncarrera@valleypbs.org.