



ESTABLISHED IN 1968

INQUILINOS BORICUAS EN ACCIÓN, INC

PROGRAM: Escuelita Boriken

POSITION: Education Coordinator

DEADLINE: RESUME AND COVER LETTER MUST BE RECEIVED NO LATER THAN February 26, 2010

OUR HISTORY: Escuelita Borikén Preschool is a program of Inquilinos Boricuas en Acción (IBA). IBA is a dynamic community building agency in the South End dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that builds safe, vibrant and culturally diverse affordable housing communities.

Escuelita Borikén provides a balanced Spanish-English bilingual program of organized activities aimed at fostering the linguistic, emotional, physical, cognitive and educational development of preschool aged children. Our aim is to create a bilingual and bicultural environment that is nurturing, self-affirming and fun for our young children and their families. IBA is looking for a half time Education Coordinator to perform the following duties:

Job Summary

The Education Coordinator will maintain the following objectives as a basis for everything they do.

1. To provide Escuelita children with a higher quality of care through the coordination of services needed by the children
2. To provide Escuelita teachers with additional tools, ideas and resources to effectively manage academic, emotional and social behavioral challenges presented within the preschool classroom
3. To advance the intellectual competence of teacher staff
4. To provide positive guidance to teacher staff
5. To establish positive and productive relationships with families and other collateral agencies toward the support of the Escuelita children

Qualifications

- Bachelors degree in education, early childhood or related field preferred; or Associates degree with at least 3 courses in Child Growth and Development and three months teaching experience with appropriate age group preferred
- Experience as a curriculum developer and trainer
- Experience working with diverse children and families
- Experience with program evaluation, data collection and analysis a plus
- Good moral character, mature judgment and a strong sense of responsibility and dedication
- Highly positive and enthusiastic style capable of motivating others
- Bilingual in Spanish/English (oral and writing skills), strongly preferred
- Computer literate
- Unparallel sense of humor and great people's skills
- Motivated to learn and work in collaboration with others to continuously work towards excellence
- Having the ability to be flexible
- Carry out ad hoc duties which may be required to ensure that IBA maintains its effectiveness

Please send your cover letter and resume to:

Ileana Lanzo
Finance Department
405 Shawmut Ave.
Boston, MA 02118