



We are pleased to announce that we are seeking qualified applicants for the position of  
**JUNTOS APRENDEMOS PROGRAM COORDINATOR**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1** **Juntos Aprendemos Program Coordinator**  
**32 hours/week, 200 days/year**

**LOCATION:** **High Desert Regional Education Center, Redmond**

**START DATE:** August 24, 2020

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$22.53/hr  
 Benefits include family insurance package, sick leave and paid holidays, generous PERS contribution

**QUALIFICATIONS:** **DEFINITION**  
 The Juntos Aprendemos Program Coordinator will be responsible for implementing and leading the Juntos Aprendemos program in Central Oregon for children ages 3-5 and their families. The position works collectively with school districts, early learning providers, and non-profits to deliver early literacy and parent engagement curriculum in Spanish to Latinx families across Central Oregon. Mainly engaging with parents while supporting the children's team with direct support from the manager/director of Juntos Aprendemos. This position is critical to the continued growth and sustainability of Juntos Aprendemos.

Please see attached job description for qualifications, additional information and responsibilities.

**APPLICATION PERIOD:** Closes 5:00pm, Wednesday, August 12, 2020

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Gabriela Peden, 541.693.5727, [gabriela.peden@hdesd.org](mailto:gabriela.peden@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
 High Desert ESD  
 2804 SW Sixth Street  
 Redmond Oregon 97756  
 Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 7/30/2020

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DIRECTOR OF HUMAN RESOURCES  
 Posting # C20-21/120-6205

# **JUNTOS APRENDEMOS PROGRAM COORDINATOR**

## **Definition**

The Juntos Aprendemos Program Coordinator will be responsible for implementing and leading the Juntos Aprendemos program in Central Oregon for children ages 3-5 and their families. The position works collectively with school districts, early learning providers, and non-profits to deliver early literacy and parent engagement curriculum in Spanish to Latinx families across Central Oregon. Mainly engaging with parents while supporting the children's team with direct support from the manager/director of Juntos Aprendemos. This position is critical to the continued growth and sustainability of Juntos Aprendemos.

## **Qualifications**

- Excellent written and oral communication skills in Spanish and English
- Demonstrated willingness to learn from communities most affected by social inequities
- Commitment to shared leadership and community empowerment
- At least 3 years of experience in leadership and program delivery of services to Latinx children and families in Central Oregon
- Knowledge of and experience in early learning, parent engagement, family support services, school-based partnerships, Community Health Worker model and/or Popular Education
- Knowledge of and experience in navigating educational institutions, resources, programs, social services and government agencies in Central Oregon
- Demonstrated ability to establish and maintain cooperative working relationships with schools, families, and community support systems
- Experience in designing and implementing programs for and with the Latinx community
- Critical thinking skills and confidence in decision-making and carrying out actions
- Proven ability to manage time and prioritize tasks to meet goals and deadlines effectively
- Experience leading groups with diverse professional levels and the ability to effectively facilitate knowledge sharing and collaboration
- Demonstrated ability to work independently and as a collaborative team member
- Commitment to personal and professional development
- Ability to be flexible, work under pressure and meet deadlines
- Without significant risk of injury must be able to stand and stoop, kneel, crouch, or crawl and at times lift and move up to 50 pounds.
- Must have access to reliable transportation, and consistent attendance is required.
- Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports to** Juntos Aprendemos Program Manager

## **Performance Responsibilities**

- Ensure programs are implemented with high level of quality and fidelity
- Lead programs in partner elementary schools
- Participate in ongoing program evaluation and data analysis
- Engage in planning for program growth and replication
- Build and maintain positive relationships with partner organizations
- Advocate for policies that promote equity and advance the interests of Latinx families in the areas of early learning and education
- Provide opportunities for community voice in early education policy efforts
- Lead children's classes and/or facilitate parent workshops in collaboration with teammates
- Maintain accurate and up to date records of attendance and progress
- Attend team meetings, staff meetings, and staff trainings
- Maintain clear, open, respectful communication with coworkers, children, and families
- Provide support and direction to program volunteers
- Conduct outreach and enrollment activities

**Terms of Employment** Salary, benefits, and vacation are established by policy and collective bargaining contract.