



**CENTENNIAL
BOCES**

Board of Cooperative Educational Services
www.cboces.org

Greeley Office
 2020 Clubhouse Drive
 Greeley, CO 80634
 970-352-7404 Office
 970-352-7350 Fax

Morgan County Office
 821 West Platte Avenue
 Ft Morgan, CO 80701
 970-867-8297 Office
 970-867-6129 Fax

Briggsdale School
 Estes Park R-3
 Platte Valley RE-7
 St. Vrain Valley Schools
 Weldon Valley RE-20J

Member Districts
 Brush RE-2J
 Morgan County RE-3
 Prairie RE-11J
 Weld RE-1
 Wiggins RE-50J

Eaton RE-2
 Pawnee RE-12
 RE-1 Valley
 Weld RE-9

**V A C A N C Y
Please Post**

Bilingual Program Manager Early Childhood Education: Migrant Education Program FEDERAL PROGRAMS DEPARTMENT	
Summary	Responsible for facilitating the developmental learning opportunities for children ages 0-5. Duties include planning and implementing children’s educational preschool program, planning and facilitating one on one, small and large group instruction, writing children’s progress reports and conducting parent visits/conferences in various communities across northern Colorado. May assist with translation and/or communication using second language skills when possible.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Develop, coordinate and evaluate Early Childhood Education (ECE) efforts for the Northern Region • Conduct regular home visits and meetings with children ages 3-5 to model and teach age appropriate activities to support early childhood development. Implement and monitor each child’s educational plan, including the use of pre and post assessments for monitoring and reporting purposes. Create parent awareness about instructional opportunities for school readiness. • Maintain and update the migrant education database, outlook calendar and other reports as necessary on services provided to the migrant children/families. • Assist with development and implementation of programs for parents and students at the regional and state level. Promote and recruit for activities, programs and events offered by the migrant education program, including Early Childhood Education activities, summer programs, parent nights and others. • Collaborate closely with community organizations and schools to ensure that supplemental educational and support services, resources and opportunities are provided to migrant children and families. • Participate in state, and regional meetings and professional development that pertain to early childhood education and the Migrant Education Program. • Collaborate with recruiters to support the identification and Recruitment process according to the guidelines and procedures set forth by the Migrant Education Program. • Ensure records are properly, accurately, and confidentially maintained • Perform other duties as assigned.
Qualifications/Standards Specific Skills, Experience, Other Requirements	<ul style="list-style-type: none"> • Bachelors in education or related field. • Teaching experience, staff development, or other equivalent experience • Strong written and oral communication skills in English; Spanish language skills required • Experience working with culturally and linguistically diverse populations, especially those who are marginalized, such as migrant, homeless, immigrant, and refugee families • Strong organizational skills: Ability to work independently and on a team • Excellent presentation skills: Ability to create and implement professional development offerings for ECE team • Ability to network and coordinate with other organizations, school districts, and state/federal programs • Flexibility and willingness to work weekends and evenings as needed. Occasional overnight travel required • Technology Skills: Google documents, Zoom, Microsoft office
Employment Terms Salary	<ul style="list-style-type: none"> • Full time – 248 days • Benefits: medical, vacation, sick and personal leave time • Starting salary \$47,750 - \$50,000 commensurate with experience



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Application Process / Requirements	<ul style="list-style-type: none"> • Submit Resume and CBOCES Classified Support Staff Application form to Maria Castillo • Questions: call Maria Castillo at (970) 352 – 7404 ext. 1110 or mcastillo@cboces.org
Application Deadline	<ul style="list-style-type: none"> • Position open until filled
Employment Start Date:	
Submit Application Materials to:	Centennial BOCES 2020 Clubhouse Drive Greeley, CO 80634 Attention: Maria Castillo Or mcastillo@cboces.org