



## **Curriculum Assistant**

Temporary, Full-time, Non-exempt

### **About Verner:**

Verner is a nonprofit organization providing high-quality, affordable early care and education to children six weeks to five years old throughout Buncombe County, North Carolina. The organization provides 5-star comprehensive care and education to almost 300 children and their families at three centers and in partnership at the YWCA. As the only Early Head Start provider throughout Buncombe County, services are provided at centers and in the families' homes.

Verner uses a "wholistic" approach, assisting the entire family, and providing supportive services and programs such as Mothers on the Move (MOMs), Rainbow In My Tummy® and individualized case management to families in crisis. We accomplish our mission through four cornerstones, including: 1) High Quality Education, 2) Family Services, 3) Health & Nutrition, and, 4) Continuing Teacher Education.

Central to the Verner philosophy is the belief that children from all income levels and circumstances deserve high-quality early care and education. Over 80% of our families are low-income or below the federal poverty level.

### **The Opportunity:**

Verner seeks a highly skilled Curriculum Assistant to contribute to the overall excellence in early education at Verner, ensuring that practices are of the highest caliber based on the latest body of research.

This position is responsible for quarterly observation and feedback of designated educators. The Assistant will use the class observation tool and reflective practice to help teachers create goals to improve teaching practices. This position will also review lesson plans and provide feedback to teachers on a regular basis. Using the information gathered, this position will be responsible for ensuring Professional Development meetings are relevant and occurring regularly. The Assistant will work in partnership with the Verner Leadership Team to plan, implement, and evaluate the Practice Based Coaching approach to teacher development.

In partnership with the Director of Curriculum, the Assistant will also create and monitor the annual Training and Technical Assistance Plan for Verner, the EHS School Readiness Plan, and monitor child growth and development through use of Kaymbu/COR Advantage.

### **Qualifications:**

- Minimum of a Bachelor's degree; Master's degree preferred in Birth to Kindergarten, Early Childhood Education, Child and Family Studies, Child Development or another related field.
- Minimum of 7 years of experience in the field.
- Strong written and oral communication skills.
- Demonstrated effective use of Reflective Practice.
- Experience leading a center or program to NAEYC accreditation preferred.

Verner is an EEOE