



5604 Solway Street, Pittsburgh, PA 15217

412.421.3889
tryingtogether.org

Position: CDA Instructor
Independent Contractor | Rate: \$15,000 - \$20,000

Culture:

Trying Together's mission is to support high-quality care and education for young children. Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

Purpose:

Trying Together is seeking an independent contractor to serve as a course instructor for an accelerated CDA course of 20 students of varied ages, career experiences, and educational backgrounds. Instructor is responsible for leading students to successfully complete DHS requirements to work in child care and obtain 135 clock hours of instruction across the 8 CDA subject areas. We anticipate instruction being full time in-person during the month of June and part time during the months of July, August, September, and October. This is a contract position and paid at a flat rate.

Responsibilities:

- Develop, coordinate, and facilitate a 135 hour / 9 credit course for 20 students to receive a Child Development Associate credential using existing Trying Together CDA course materials and virtual learning platform and resources;
- Work collaboratively with Trying Together staff to ensure curriculum meets the minimum requirements for CDA credentialing and matriculation to college credit
- Aide in reflection and evaluation of the pilot course
- Support the Trying Together Coaching and Mentoring efforts of the 20 cohort participants in conjunction with Trying Together professional development staff
- Collaborate and work with other Quality Initiatives team members, consultants, and volunteers, as well as Trying Together staff.
- Maintain a working knowledge of Keystone STARS regulations and national accreditation (NAEYC, NECPA, NAFCC) programs.

Qualifications:

- Bachelor's Degree in Early Childhood Education or related field (with a minimum of six early education credits)
- Experience in public speaking, particularly in the provision of professional learning utilizing adult learning principles.



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- A current PA Quality Assurance System (PQAS) instructor certification is highly preferred.
- Is familiar with and has experience in developing and facilitating professional development opportunities including coursework for the Child Development Associate credential.
- Has experience in developing individualized education plans for early educators as well as appropriately assisting, coaching, and mentoring educators through the completion of such plans.
- Has experience in supporting early learning programs in the continuous professional development of program staff; program leadership experience is preferred.
- Has experience as or working with home-based child care providers.
- Is familiar and has experience with Pennsylvania Keystone STARS, Head Start, and NAEYC Performance Standards.
- Is familiar and has experience with the PA Early Learning Standards.
- Has effective organizational skills, with the ability to multi-task and pay attention to detail.
- Has strong oral and written communication skills; public speaking expertise is required.
- Maintains confidentiality and values the notion of respect among colleagues. Instructor will be required to abide by the NAEYC Code of Ethical Conduct for Early Childhood Professionals.
- Is flexible and open to quick changes being made to better meet the needs of program and project audiences
- Has the ability to ask questions whenever unclear about a concept, task, or activity.
- Is familiar with and has the ability to manipulate typical organizational technology and virtual learning platforms such as Schoology.
- Demonstrated successful experiences in working with diverse populations and communities
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.

Interested Applicants:

Applicants must apply at www.tryingtogether.applytojob.com/apply and upload their resume and three work-related references. Phone calls will not be accepted. Posting will remain open until filled.