

Job title	Bilingual CDA Instructor – Hybrid Online and In-Person
Position Type	Full-time
Company	Green Space Learning

Job Description

The Bilingual CDA Instructor will be responsible for facilitating training requirements for the Child Development Associate National Credential (CDA) and assisting participants in obtaining the CDA. The instructor is responsible for training in online, virtual and in-person formats as required, on the topics of safety, health, learning environments, physical, cognitive, and social/emotional development, guidance, families, program management, and professionalism. Instruction will be on-going covering multiple cohorts of participants seeking a CDA credential. Must be fluent in both Spanish and English.

Duties and responsibilities

- Teach CDA courses in Spanish and English.
- Translate CDA classes, coursework and materials into Spanish as needed by students.
- Conduct multiple interactive class sessions/cohorts. Session times include daytime, evenings and weekends according to the contract or needs of the cohort.
- Efficiently utilize Canvas online learning platform, Zoom, or other virtual platforms to conduct classes and maintain communication with students.
- Support students successful use of Canvas courses with course navigation and use, minor troubleshooting and technology support.
- Provide support and feedback on all homework assignments, grading, including online and in-person coursework related to each participant Professional Portfolio.
- Communicate weekly with each training cohort to ensure understanding of class content and homework assignments.
- Ensure all participant complete requirements of the 120-hour training expectations from the CDA council.
- Maintain documentation on attendance and participation of each participant.
- Provide mentorship to participants throughout the training and application process.
- Create quarterly reports on participants progress in achieving the CDA credential to report to contract partners.

Qualifications

- Bachelor’s Degree in Early Childhood Education/Child Development or related field
- Fluent speaker of Spanish and English
- Minimum of 3 years training experience related to early childhood
- Minimum of 5 years related work experience working directly with children birth to age 5
- Must have knowledge of the CDA credential process
- Currently registered on the Texas Trainer Registry

Working Conditions

CDA classes will be held online, via Canvas, Zoom or other platform, as well as at various locations across the MetroPlex. Reliable transportation is required given the online and in-person nature of this position. The varying formats of this position, being both online/virtual and in-person are based on the needs of the cohorts and are subject to change, adaptability to the needs of our customers is essential. Adept with various types of technology and presentation techniques. Classes and cohorts will be held on evenings and weekends, with some daytime cohorts offered so a flexible schedule is a must.

Physical requirements

Must be able to lift at least 20 pounds.

To apply for this position, email cover letter and resume to: info@greenspacetx.com