

Early Head Start-Child Care Partnership, Education Coordinator

Status: Salaried, Exempt
Reports To: Early Head Start Child Care Partnership Director
Position: **TEMPORARY/INTERIM Full-time**

Description:

Oversees the education and early childhood development portion of the Head Start Performance Standards for the Early Head Start Child Care Partnership program (EHS-CCP). Ensures compliance with applicable Federal, State and local rules, regulations and contractual requirements. Provides education resources to staff, partners, and parents. Trains, coaches and mentors staff to ensure implementation of recognized best practices in the field of early childhood education. Participates in the recruitment of partners and family childcare providers and oversees the professional development plans of educational staff, contracted partners, and staff. Supervises educational services staff; oversees curriculum implementation, participates in program planning. Monitors and analyzes data and completes reports related to provision of educational services, child outcomes and school readiness.

Responsibilities include:

- Assumes management responsibility for the child development and educational program aspects of the EHS-CCP program including school readiness, child outcomes and full implementation of the selected curriculum.
- Develops or updates the integrated education and early childhood development plan, policies and procedures for EHS-CCP in consultation with staff, parents and representatives from local schools.
- Reviews and evaluates child development plans and activities to ensure services provided are culturally, linguistically, and developmentally appropriate and inclusive of individual levels of ability, interests, and developmental skills.
- Plans and oversees the implementation of activities to involve parents to the greatest degree possible in planning the EHS-CCP program approach to child development and education, individualized planning for the children, opportunities to gain skills and knowledge about child growth and development, and regular communication with program staff.
- Trains assigned education staff on health and safety regulations and requirements. Monitors for implementation of health and safety policies and procedures through reports, reflective meetings and by conducting regular observations of centers, classrooms, and FCC homes to ensure environments both indoors and outdoors are clean, healthy, well-organized and have sufficient developmentally and culturally appropriate materials and planned activities to support progress and achievement of goals and objectives. Additionally, supports staff, providers and partners to ensure that learning opportunities support play, exploration, and experimentation among a variety of learning, sensory, and motor experiences in accordance with the child's developmental stage and interests.
- Trains staff and FCC providers and Partners on principles of responsive care, effective teaching, and an organized learning environment that promotes healthy development and ensures children's skill growth aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five; including for children with disabilities.
- Supervises assigned staff through coaching and mentoring. Ensures FCC providers, Partners and Teachers also receive coaching and mentoring support from their assigned education staff. Monitors

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site visit reports for quality, training, progress and also to ensure FCC providers are visited on weekly basis.

- Ensures that education services include developmentally appropriate learning experiences in language, literacy, social and emotional development, math, science, social studies, creative arts, and physical development that are focused toward achieving progress outlined in the Head Start Early Learning Outcomes Framework: Ages Birth to Five.
- Provides training and ongoing support to ensure bilingualism and biculturalism is supported with developmentally appropriate practices and as indicated on the Head Start Program Performance Standards.
- Trains and supports staff, FCC providers and partners on the effective implementation of curricula and at a minimum, monitors curriculum implementation and fidelity. Provides support, feedback, and supervision for continuous improvement through a system of training and professional development.
- Implements a process of on-going monitoring to ensure developmental screenings, ongoing assessment, individualization and lesson planning occurs in accordance with the program's policies, procedures and timelines.
- Establishes and maintains procedures to support successful transitions for enrolled children and families from previous childcare programs into EHS-CCP and from EHS-CCP into Head Start or other childcare settings.
- Establishes communication between education staff and their counterparts (teachers, social workers, and health staff) in other childcare settings, including Head Start and other preschool programs, to facilitate smooth, successful transitions and ensure EHS-CCP children and their families are prepared for school success. Serve as a liaison for the EHS-CCP program with local education agencies, Head Start, special education programs, public and private child care centers.
- Coordinates with Head Start and/or other preschool programs to ensure that individual relevant records are transferred to the school or next program placement.
- Monitors to ensure teachers, Education Specialists and Partners have regular communication with parents regarding their child's growth and development, feeding patterns, strengths, and interests. This includes monitoring to ensure parents receive no less than 2 home visits and 2 conferences per year.
- Monitors the educational services budget to ensure efficient operation and appropriate environment set up, which includes developmentally appropriate, sufficient and safe materials at each of the sites. Prepare specifications for all educational services equipment and supplies; order and oversee the distribution of educational materials and supplies.
- Arranges for the collection of data to ensure compliance with pertinent laws and regulations. Ensure timely and accurate reporting of data to Federal and State authorities.
- Analyzes data for progress on site specific and program-wide school readiness goals for continuous quality improvement.
- Develops and oversee the implementation of a training plan to assure all educational staff, and partners acquire and enhance the skills needed to implement education services, goals and objectives, comply with Head Start Performance Standards, plan and provide daily experiences, activities and routines that achieve the goals of the IFSP, IEP, and/or ILP, and provide a quality experience for children and their parents.
- Provides leadership with an understanding of the diverse population served by Plaza Community Services.
- Participates in a variety of meetings, recruitment activities, and events to support EHS-CCP and its partners; attend and participate in professional group meetings and trainings.

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- Meet regularly with the EHS-CCP Director and other management team members; meet with other staff as needed. Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings.
- As part of the management team, participates in program wide activities that include but are not limited to program planning, self-assessment, community assessment, writing funding applications, developing and/or revising policies, procedures, forms and plans.
- Other duties as assigned.

Supervisory Responsibilities:

- Three years of supervisory, administrative or training/monitoring experience in early childhood education or child development required.
- Is responsible for the overall direction, coordination, and evaluation of the direct reports.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- This job supervises the staff assigned to the education department.

Education & Qualifications:

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required.

- 2-5 years of early childhood education management experience, preferably in a Head Start or Early Head Start program.
- Bachelor's degree from an accredited college or university in early childhood education or child development. Master's Degree is a plus.
- Minimum 24 credit hours in childhood education and experience teaching children ages 0-4.
- Knowledge and experience in the philosophy and practices of Head Start/Early Head Start (or comparable child development programs), early childhood education developmentally appropriate practices, and bilingual education.
- Experience working with culturally and socioeconomically diverse families and children needed.
- Must have knowledge of Title 22, Head Start Performance Standards, and Head Start Act.
- Experience in managing programs in data-managed or data-sensitive environment required.
- Ability to work with families from a strength-based approach throughout the parent, family and community engagement process.
- Use computers, especially MS Office, Child Plus, and email, to store data, write reports and conduct research related to early childhood education.
- Bilingual (English/Spanish) preferred.
- Valid California Class "C" driver's license and proof of automobile insurance.
- Access to reliable transportation.
- Excellent written and communication skills.
- Demonstrate coaching, training, and leadership skills.

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ADDITIONAL REQUIREMENTS:

The successful candidate will have the ability to perform the following functions with or without reasonable accommodations:

- Successful completion of pre-employment Physical exam and TB Clearance.
- Successful completion of background check including DOJ, FBI, CACI and Sexual Abuse Registry.
- Current certification in CPR and First Aid.
- Adherence to the Confidentiality Agreement.
- Adherence to the Child Abuse Reporting Mandate.
- Duties performed at one and/or multiple centers.
- May need to work a flexible schedule, as work will be required during evening and weekend hours.
- Valid California Driver's license, good driving record (DMV check will be conducted); and proof of automobile insurance as driving a vehicle to attend parent meetings, home visits, and community meetings is required.
- While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms.
- Lift and/or move up to 45 pounds.

Childcare employees must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the child development center or on the playground.
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled

How to Apply:

Please email a cover letter and resume to resumes@plazacs.org