

Plaza Community Services

Serving the people of Los Angeles since 1905

Head Start Act

Early Head Start-Child Care Partnership Child Development Specialist

Status: Hourly Non-Exempt
Reports To: EHS Education Coordinator
Position: Full-time

Job Description:

Under the supervision of the EHS-CCP Education Coordinator, the EHS-CCP Child Development Specialist is responsible for providing comprehensive child development services to families enrolled in the Early Head Start Child Care Partnership option and technical assistance to Family Child Care Providers in accordance with the Head Start Program Performance Standards and State of California licensing regulations. EHS-CCP Child Development (EHS-CD) Specialist will be responsible for a group of family child care providers. This will involve working with the EHS-CCP Family Child Care Provider and assisting in applying the training material, role modeling of skills and building quality into the Provider's childcare program to meet all the funding requirements.

Responsibilities include:

The EHS-CCP CD Specialist will meet with assigned EHS-CCP Family Child Care Providers, weekly to conduct the following:

- One-on-one training/modeling/assisting on a variety of topics as specifically needed by the EHS-CCP Family Child Care Provider.
- Perform follow-up trainings through demonstration (modeling) with children under four year old and/or observing the EHS-CCP Family Child Care Provider with children and making suggestions as needed.
- Complete "FCC Environments Assessment" for each of their providers and submit assessments to the EHS-CCP Educational Coordinator for review. Conduct a Health and Safety check list twice a month.
- Will be responsible to conduct the DRDP's, parent/provider conference. Will conduct the Family Child Care Environmental Rating Scale, complete summary of findings and that the action steps are completed on a yearly basis.
- Assist and suggest to the FCC Provider to utilize educational materials from Plaza Lending Library as needed. This will be based on previous materials needs assessment based and on children's ages. In addition, will demonstrate a variety of ways the materials may be used with the children.
- Discuss and try to resolve any issues that may have come up during the week related to working with the children and/or parents.
- Assist the FCC Provider to provide an atmosphere that promotes and reinforces parental involvement in the Provider's home.
- Meet with the EHS-CCP Education Coordinator to review and discuss any issues that need to be addressed.
- Assists the EHS-CCP Education Coordinator with specific items as needed.
- Ensure compliance with the Head Start Performance Standards.
- Attends any training/meetings as requested by the EHS-CCP Education Coordinator or EHS-CCP Associate Director.
- Assist the FCC Provider to resolve any conflict, issues between the Parent and FCC Provider.
- Support FCC Provider with implementation of School Readiness and Parent Family Community Engagement Goals.

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- Prepare and conduct trainings for the Family Child Care Providers as needed it.
- Conduct Parent Meeting.
- Participates on recruiting efforts to ensure a child wait list of eligible applicants greater than number of enrollment opportunities is maintained.
- Follow and reinforce agency policies in addition to state and federal law.
- Perform any duties as needed to meet the requirements and needs of the EHS-CCP Grant.

Education & Qualifications:

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. B.A. Degree in Child Development or related field.

- Completed 24 units of ECE/CD including core classes and 16 units of GE in appropriate areas.
- 6 units in Infant/Toddler units (if course has not been completed, it must be completed within the first year of employment).
- Ability to effectively and successfully interact with individuals from diverse socio-economic and cultural backgrounds.
- Bilingual (English/Spanish) preferred
- Must be able to work during weekends or evenings as needed for Family Child Care Providers Trainings.
- Must have basic computer skills.
- 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.
- Perform any other duties as assigned.

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
- Current certification in CPR and First Aid
- Adherence to the Confidentiality Agreement
- Adherence to the Child Abuse Reporting Mandate
- Duties are 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 Drivers 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

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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