



## Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

*Excellence in Early Childhood Education and Human Services*

3360 Flair Drive, Suite 100 \* El Monte, CA 91731 \* Tel: (626) 572-5107 \* Fax: (626) 572-7663

**POST**

## Employment Opportunity

**Posted Date: May 18, 2018**

**Deadline Date: June 1, 2018**

**Position Title: SCHOOL READINESS COORDINATOR**

**Reports To: Director**

**Department: Administration**

**Employment Status: Exempt; Full-Year**

**Compensation Range: \$4626.00-6535.00 monthly PLUS BENEFITS**

(Salary Increase Effective 7/1/18- contingent on final approval)

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION  
**El Monte (Main Office) and Multiple Site Locations in Los Angeles County**

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### **I. PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development.

The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

### **II. SUMMARY OF DUTIES**

School Readiness Coordinator (SRC) will be responsible for development and implementation of the School Readiness Plan. SRC will be responsible for professional development planning and facilitation of teaching staff.

- Responsible for collection, analysis, and summaries of Education and Family Services Data, aligned to School Readiness
- Collaboratively work with all Coordinators from various Department(s) primarily with Education and FCE on supporting family engagement.
- Coordinate and provide training and guidance to staff, parents, and community on a variety of pertinent topics in the area of child education and development
- Assigned special projects by Director that support program-wide school readiness efforts
- Lead a staff of Mentor Coaches that support individualized professional development for teaching staff
- Conduct on-going monitoring, tracking, follow-up, and analysis of child development services and child outcomes

- Make recommendations for program operation changes based on monitoring
- Maintain accurate records monthly, quarterly reports, and on-going documentation required by various funding sources
- Revise and develop tools for the child development supervisors to use in their job duties as necessary as needed, primarily during summer planning.
- Meets with internal and external administration, and management staff, to ensure that Education Service Area is following Performance Standards, Agency Policy and Procedure, and all applicable regulatory to ensure a quality program for children and promote School Readiness.

### III. **QUALIFICATIONS, EXPERIENCE & SKILLS**

**Education:** Bachelor's or advanced degree in Early Childhood Education or a related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education

- **California Child Development Program Director permit**
- **CLASS Reliable Observer**
- **CLASS Trainer (preferred)**
- **CPR/First-Aid**

**Experience:** Minimum five years' experience in teaching preschool-age children, as well as expertise in the theories and principles of child growth and development, early childhood education, and family support.

- Two or more years of supervisory experience highly desirable
- Two or more years as a mentor-coach in an Early Education Program

#### **Knowledge and Skills**

- Head Start Regulations and CDE Funding Terms and Conditions
- The capacity to assist teachers in the implementation of curricula to meet the group and individual needs of children in Head Start and State Preschool classrooms.
- Develop educational programs and meet the needs of children from diverse backgrounds and building a high level of teamwork at all levels with education.
- Prepare and develop effective training programs, including coaching
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with a variety of individuals and groups
- Ability to remain calm in stressful situations. Identify and analyze complex problems and recommend viable solutions
- Support implementation of various curriculum to meet the group and individual needs of children in Head Start/ State Preschool classrooms
- Exercises considerable professional judgment and autonomy in decision-making with respect to the allocation of resources to pursue educational services objectives, within the education component
- Strong leadership, supervisory, team management, organizational, and communication skills; ability to successfully interface with others
- Ability to be flexible and to adapt to changing needs of the position
- Strong written and oral communication skills
- Strong computer skills, including Microsoft Programs and software database systems. Experience with ChildPlus preferred.
- Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

IV. **SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

- Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.
- Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations; Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).
- Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.
- Other Special Requirement: Must have the use of automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

**Must have a valid State of California Child Development Program Director Permit**

**\*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

V. **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Drive Suite, 100 El Monte, CA 91731 or may download the application at our website – [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary