



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: **TEACHER ON SPECIAL ASSIGNMENT (TOSA)**
Reports To: **Coordinator, as assigned by the Director**
Department: **Varies, dependent on assignment**
Employment Status: **Non-Exempt; 10 Months-** May Vary dependent on Program Schedule of Classrooms

Compensation Range: \$3704.00 - \$5233.00 monthly **PLUS BENEFITS**
(Salary Increase Effective 7/1/18- contingent on final approval)

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION
Multiple Site Locations in Los Angeles County

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

Teacher on Special Assignment (TOSA) will be a program enhancement, with specific duties and will be assigned to a particular department(s) to support current program needs.

- Support children with IEP's and ASQ scores requiring intervention with behavioral supports
- Assigned to support children with IEPs and ASQ scores
- Support and coach teachers to individualize for IEP and IDP (ASQ) Goals and coach behavioral strategies
- Provide individualized coaching/support to enhance the quality of early childhood classroom services
- Collaborate with the Education Service Area to ensure assignments are supportive of Agency School Readiness Goals and create professional development goals that support School Readiness Goals for all children enrolled in the program

- Integrate learning domains of the Head Start Early Learning Framework, and CA State Preschool Learning Foundations in the daily program of activities

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 Site Supervisor permit or higher**
- **CLASS Reliable Observer preferred**
- **Experienced with ECERS preferred**
- **Knowledge of professional development practices for Early Childhood Educators, such as Practice Based Coaching**

Experience: Minimum of three 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.

- Minimum of one year providing mentor-coaching or technical assistance to preschool teaching staff

Knowledge and Skills

- The capacity to support teacher's implementation of curricula to meet the group and individual needs of children, specifically children with an IEP or developmental/behavioral concerns.
- Must have knowledge of Head Start goals and objectives for young children and their families.
- Ability to work effectively with a staff and utilize adult learning principles
- Understanding of an ability to provide training in principles of child growth and development, School Readiness.
- Understanding of various cultural backgrounds of Head Start families.
- 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. And 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 Site Supervisor Permit or higher

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. 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