



Foundation for Early Childhood Education, Inc.

Early HEAD START/ HEAD START / STATE PRE-SCHOOL

Excellence in Early Childhood Education and Human Services

3450 East Sierra Madre Boulevard * Pasadena, CA 91107 * Tel: (626) 572-5107 * Fax: (626) 572-7663

JOB POSTING

Employment Opportunity

Posted Date: May 3, 2023

Deadline Date: May 17, 2023

Or until filled

Position Title: **Classroom Specialist** ****New Position****
Reports to: Education Coordinator
Department: Education
Employment Status: Full-Time, Non-Exempt, & Full Year Position (12 Months)
Compensation Range: **\$25.00 - \$35.32**, (Step 1-Step 15) Hourly Rate & Benefits

Generous Employee Benefits: ACA Compliant Health Insurance Benefits, Aflac, Dental, Life, and Vision plans.

- **Paid Holidays, Sick Leave, and Personnel Necessity (PN) Hours:** 13 Paid Holidays, 21 Days of Paid Vacation: Accrue at the rate of 14 hours per month worked, (1 year of employment = 168 hours), 14 Paid Sick leave, includes 3 Days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment = 114)
- **Employer Funded Retirement Plan - Foundation contributes 8.5% after one year of service, you can make voluntarily contributions at the start of your employment.**
- **Free Employee Assistance Program(s) - EASE**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC. (Main Office and Sites)

Main Office: 3450 East Sierra Madre Boulevard Pasadena, California 91107

Will be assigned to report to our designated sites HS/EHS/SPS sites.

- Boyle Heights, Echo Park, Hollywood, Highland Park, and Lincoln Heights

Review our website: www.foundationheadstart.org for specific site locations.

Summary of Duties

The Classroom Specialist will provide selected teaching staff with individualized coaching and support to enhance the quality of early childhood classroom services. The incumbent will work closely with the Educational Service Area, including the Education Coordinator and Child Development Specialist Supervisors who directly supervise teaching staff and develop the Professional Development Goals. Additionally, mentor-coaching may be aligned to assessment data from DRDP (Desired Results Developmental Profile), CLASS, ECERs and any other sources selected by Administration as a priority.

Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

- Trains and models for the teaching team, or assigned staff practices to support classroom management and best practices: daily routines and schedules, classroom management, establishing transitions, implementation of various Policies and Procedures, and time management in the classroom
- Assists the teaching team in establishing and promoting productive relationships with family/parents, and other agency staff, to increase support to enrolled families, that meet their child's needs.
- Assists the team in the implementation process of effective teaching strategies by making the necessary adaptations in the program to meet the individual needs of children including and not limited to various disabilities, cultural backgrounds, linguistic groups, etc.



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Job Announcement for: Classroom Specialist – Page 2

- Conducts classroom visits, in-person or virtual to observe classroom activities, teacher-child interaction, and provides on-site support to teaching staff as a Classroom Specialist.
- Conducts and models effective teaching practices for teaching staff, that includes implementing the curriculum and using positive behavioral guidance using ABCs of behavior, setting classroom routines, and following the Agency's Policies and Procedures.
- Ensures the teacher writes and maintains proper records on child observations to complete accurate child assessments (DRDP)
- Supports teaching staff, in collaboration with others such as Mental Health Specialists regarding child's behavior and recommends teaching strategies to support learning experiences.
- Provides leadership to the teaching team by assisting them in designing daily classroom schedules that promote children's physical, emotional, social, language, and cognitive development according to the Creative Curriculum model and any other agency policies and procedures to meet the Head Start performance standards.

QUALIFICATIONS, EXPERIENCE, & SKILLS

Education: Bachelor's degree from an accredited four-year college or university in Early Childhood Education, Child Development, or related field plus equivalent coursework and experience related to early childhood education as defined within the Head Start Act, section 648A (a)(2)(i)-(ii), preferably supplemented by a master's degree in a field related to Education.

Experience: At least five years' experience of professional teaching and administrative experience in preschool-aged programs is required, preferably including performing varied administrative assignments and teaching adults.

Knowledge & Skills:

- Ability to communicate with parents, children, families, and colleagues.
- Ability to work effectively with a variety of adults.
- The capacity to offer assistance to teachers in the implementation of curricula to meet the group and individual needs of the children enrolled in our programs.
- Must have knowledge of Head Start goals and objectives for young children and their families.
- Knowledge to develop PowerPoint presentations and other training tools to present to staff, and support teachers, children, and families.
- Knowledge in Outlook 365, Zoom, and Microsoft Teams.
- Knowledge in ChildPlus is preferred.
- Knowledge in Virtual Platforms (Zoom, Google Meet, GoToMeetings, etc.) to set-up and assist in conducting meeting(s)
- 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.

Licenses/Permits/Certifications:

- California Child Development Program Director Permit
- CLASS Reliability Certification or commit to complete this certification within six months of employment.
- Valid Class C Driver's license & legally required automobile insurance



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Job Announcement for: Classroom Specialist – Page 3

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), Measles (MMR), and COVID-19 vaccination series.

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Index (CACI), prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California's Driver's License.

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

Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be done 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 frequently required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds

APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at

www.foundationheadstart.org

Interested candidates must forward the following documentation packet to the main office – enclosed Human Resources Department or submit via email: applications@foundationheadstart.org

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.

Internal Candidates must submit the following documents:

- Employment Application- with original signature
- Cover Letter
- Resume
- And any other pertinent documentation as deemed necessary.



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Please Note: Application and all required documents can be mailed or submitted electronically to applications@foundationheadstart.org by the due date listed in this job posting.

PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates eighteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 22-23 to the following service areas: Highland Park and Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.