



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 9, 2023

Deadline Date: May 23, 2023

Or until filled

Position Title: **Disabilities Specialist ** New Position****
Reports to: **Disabilities and Mental Health Coordinator**
Department: **Disabilities**
Employment Status: **Full-Time, Non-Exempt, & Part-Year Position (11 Months)**
Compensation Range: **\$25.00-\$35.32 (Step 1-Step 15) Hourly Rate & Benefits**

Generous Employee Benefits: ACA Compliant Medical, 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)**

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

Under general supervision, assists disabilities services for children with referrals, assessments, IEP/IFSP. Will support teaching staff to create assigned children by creating individual development plans (IDP) and clarify learning objectives through the preparation of records/documents and report individual process given by the physical or mental disabilities. The incumbent will work with teaching staff and Disabilities Department to ensure that assessments of the referral process from outside entities/agencies (LAUSD & Regional Centers) are submitted in a timely manner. The Disabilities Specialist may collaborate with the Disabilities/Mental Health Coordinator and ERSEA Coordinator to establish and maintain a process that ensures the recruitment and enrollment of at least 10% disabled children. The Disabilities Specialist will support and work collaboratively with the Disabilities/Mental Health & Education Coordinators to maintain a process that conducts developmental screenings (ASQ SE & ASQ 3) of all children in the program, rescreens as appropriate and determine if further evaluations are needed to achieve learning objectives.



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Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

- Acquires information from educational and program staff to prepare and update individual development plans while tracking progress.
- Assists administration in researching and providing enrolled families with community resources to address disabilities needs.
- Communicates with the teaching team and program staff regarding individual development goals and in setting objectives.
- Supports the systems that ensure that IDPs are implemented for all children with disabilities and may track IEP/IFSP services from providers.
- Ensure that assessments are followed up on by LEA, performed within appropriate timelines consistent with Head Start requirements.
- Maintain a collaborative relationship between Head Start, LEA, Regional Centers, Local School Districts, and other community agencies to facilitate comprehensive program services to disabled children and their families.
- Support family engagement in all aspects of providing services for children and additional support with an IEP of external agency services.
- Participates in the development of the IEP and provides support to families and appropriate team members.
- Participates in meetings with the classroom teachers, outside agency service provider, consultants, and families to monitor progress of the implementation of the IEP or other support plans.
- Plans and designs training(s) to support staff training needs and regulatory requirements.
- Responsible for accurate documentation and data entry including recordkeeping in ChildPlus that matches child file(s)

QUALIFICATIONS, EXPERIENCE, & SKILLS

Education:

- Bachelor's degree from an accredited college or university in Special Education, Psychology, Early Childhood Education, Behavioral Science, Health, or a related field is required.
- *A master's degree in a related field is desirable.*

Required Experience:

- Two years of experience as a disability specialist with an educational or social services agency involving social work, family, or mental health counseling is required.

Knowledge & Skills:

- Ability to communicate with parents, children, families, and colleagues.
- Ability to verbally communicate in an effective manner.
- Ability to understand and implement referral process effectively and in a timely manner.
- 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 various cultural backgrounds of Head Start families.
- Understand and follow complex directions, both oral and written while creating effective plans, work assignments, and workflow(s)



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Licenses/Permits/Certifications:

- Valid Class C Driver's License & legally required automobile insurance

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 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 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.



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Internal Candidates must submit the following documents:

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

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.