



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: December 21, 2023

Deadline Date: January 12, 2024, or open until filled.

Position Title: **Child Development Specialist Supervisor (CDS)**

Reports to: Education Coordinator

Department: Education

Employment Status: Exempt (40+ Hours Per Week), Full-Year, and Management Position

Compensation Range: **\$4441.80 - \$6276.15** (Step 1-Step 15) Month Rate and Benefits

Employee Benefits: ACA Compliant Medical, Aflac, Dental, Life, and Vision plans.

- Employee Assistance Program(s) sponsored by Foundation & LACOE
- 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)
- Retirement Plan- Foundation contributes 8.5% after one year of service and you can make voluntarily contributions at the start of your employment.

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

Main Office (Pasadena) and Multiple Site Locations in Los Angeles County

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

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

Summary of Duties

The incumbent will manage the daily operations of the Head Start/Early Head/State Preschool sites and supervise educational staff and classrooms. CDSS primary responsibilities include maintaining a high quality ECE setting while ensuring compliance with applicable regulations. Must participate in program planning and coordination personnel supervision, training and evaluation, interpretation of Federal and State regulations and policies to center staff, monitoring, facility management and other directly related activities including teaching on an emergency basis. Provide children with a learning environment and the varied experience, which will help them develop socially, intellectually, physical, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence.

Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

- Completes on-going monitoring, tracking, follow-up and analysis of child development services and child outcomes within specified timelines.
- Prepares monitoring, site visit, T/TA activity and other reports to the Assistant Director, prepares external reports as required.
- Conducts classroom visits to observe classroom activities and provide on-site consultations to teaching staff, as appropriate (coaching). This includes formal assessments of CLASS, ECERs, etc. as well as informal site visits for ongoing monitoring, staff support, and family engagement.
- Actively participate in MDT and MTSS meetings to facilitate referrals and meet immediate needs of children, families and classroom using skills, recommendations by others including consultants and partner agencies.
- Assures that educational and support needs are identified for each child, as reflected in lesson plans and IDPs.

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- Assures effective delivery of services through consistent ongoing monitoring, reporting, and action to correct any identified problems and ensure sustained correction.
- 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.
- Maintains knowledge of relevant federal, state, and local laws and regulations, communicates updates to administration and staff for planning, training, and monitoring purposes, and proposes adaptation to agency procedures, as appropriate.
- Participates in updating annual education services Policies and Procedures development in cooperation with administration.
- Responsible for training on policies, forms, etc. in large groups and individually as needed.

*****Note: This job posting contains a summary of the duties listed on the Job Description*****

QUALIFICATIONS, EXPERIENCE, & SKILLS

- **Education:** Bachelor's Degree 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
- **Experience:** Minimum three years' experience in teaching pre-school age children, as well as expertise in the theories and principles of child growth and development, early childhood education, and family support

Knowledge & Skills:

- Ability to demonstrate leadership skills, including management of staff and competence to handle multiple tasks/projects simultaneously.
- Bilingual in English and Spanish *preferred*
- Competence to communicate with staff and families appropriately while exercising professional judgment and autonomy in decision-making.
- Knowledge and experience using Virtual Platforms (Zoom, Google Meet, GoToMeetings to setup and conduct meetings to actively participate and support program goals)
- Must have knowledge of Early Head Start/Head Start, State Preschool, and Community Care Licensing regulations.
- Proficiency with computer applications such as Microsoft Office Suite, Windows, Internet and ChildPlus

Certification/ Licenses/Permits

- California Child Development Program Director Permit
- CLASS Reliable Observer Certification (*must be maintained during employment as a CDS and renewed on a yearly basis*)
- Automobile, Insurance, and Valid Driver's License
- Preferred ChildPlus experience

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), 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.



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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 reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk and must be able to lift and/or move up to 25 pounds.

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

APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials.

Please use the link below to complete the application and submit your documentation:

External Applicant Link:

<https://recruiting.paylocity.com/recruiting/jobs/All/17eff847-f426-4170-8652-62276b005ec3/Foundation-for-Early-Childhood-Education>

Internal Applicant Link:

<https://Talent.paylocity.com/Talent/Jobs/List?publicLinkKey=17eff847-f426-4170-8652-62276b005ec3>

Please Note:

Applications and all required documents such as cover letter, resume, copies of degree(s), transcripts, letters of recommendation, and any other pertinent documentation as deemed necessary must be submitted and uploaded through Paylocity. Additionally, letters of recommendations can be sent directly to the Human Resources Department via email at hr@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 23-24 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.