



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, 2024

Deadline Date: May 17, 2024, or Open Until Filled

Position Title: **Program Assistant for Head Start/Early Head Start**
Reports to: Department Coordinator
Department: Multiple Departments (Currently Assigned to Disabilities, Education, and Mental Health)
Employment Status: Non-Exempt, Full-Year, Full-time, and Union Position
Compensation Range: **\$19.53-\$25.00** Hourly Rate Based on Qualifications of Position PLUS Benefits

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

- **Paid Holidays, Sick Leave, and Personnel Necessity (PN) Hours:** **14 Paid Holidays, 14 Paid Sick leave, includes 24 Hours of Personal Necessity:** *Accrue at the rate of 9.5 hours per month (1 year of employment= 114), 21 Paid Days of Vacation: Accrue at the rate of 10.25 hours per month worked, (1 year of employment = 123 hours).*
- **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. (SITES)

Will be assigned to report to our Main Office and may occasionally be assigned to complete work at a school site. (estimated less than 10%)

Boyle Heights, Echo Park, Hollywood, and Highland Park

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

Summary of Duties

Under moderate supervision, provide program formation to participant families related to a range of educational, health, disability, and mental health services; assist with providing program support to staff, which includes using ChildPlus, Head Start PIR (Program Information Report), and other program data to develop reports from data analysis and program status. Service areas may include and range from education, family services, CACFP, ERSEA, or other service areas. Job duties will be related to various service areas and provide program support to staff, and Early Head Start/Head Start/State Preschool delegate agency personnel as assigned.

Summary of Job Duties, Knowledge, & Skills

(Job Description available from HR)

- Assigned to front desk at times to answer phone calls from public and collect information to begin enrollment or refer to appropriate agency based on their home address.
- Assist with arranging materials used for in-service training(s) throughout the Agency and service areas.
- Clerical and data-entry duties, as assigned to departments which includes recordkeeping in files, ChildPlus, and create spreadsheets and reports.
- Develops, disseminates, and monitors information related to students and families that pertains to the appropriate department.
- Prepares tables and summaries of reports that maintain comprehensive records related to program participations, activities, statistics, while monitoring forms, documents, and records.
- Provide information to management related to the department and service areas as assigned.



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Job Announcement for: Program Assistant – Page 2

QUALIFICATIONS, EXPERIENCE, & SKILLS

Education:

- Graduation from High School or equivalent, preferably supplemented by some related college-level coursework.

Experience:

- One year experience providing administrative and program support and working with state or federally funded educational or social service programs involving families and children, such as Head Start programs or other organizations that services low-income families in the communities.
- Preferred Experience: ChildPlus and LAUSD Welligent

Knowledge & Skills:

- Ability to generate and create various reports.
- Bilingual in English and Spanish is a plus.
- Competence to communicate with staff and families appropriately and effectively.
- Data entry and ability to handle multiple tasks and projects simultaneously.
- Knowledge and experience using Virtual Platforms such as Microsoft Teams and Zoom to set up and conduct meetings to actively participate and support program.
- Proficiency with computer applications such as Microsoft Suite and the Internet

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 obtaining 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 use an automobile with adequate insurance coverage and a valid California's Driver's License or reliable transportation.

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 an employee must be capable of 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.



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Job Announcement for: Program Assistant – Page 3

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 Link:

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

Internal Link:

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

Please Note: Applications and all required documents must be submitted through the Paylocity feature, letters of recommendations must be sent directly to 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 nineteen 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 area: Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all 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.