



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: 05/04/2017

Deadline Date: 05/18/2017

Position Title: Disabilities/Mental Health Coordinator
Reports To: Assistant Director of Education
Department: Education
Employment Status: Non-Exempt
Compensation Range: GRADE 42 - \$4,539 - \$4,888.00 Monthly

BI-WEEKLY PLUS BENEFITS

WORK LOCATION: FOUNDATION FOR EARLY CHILDHOOD EDUCATION MAIN OFFICE AND EARLY CHILDHOOD CENTERS (LOCATED IN HOLLYWOOD AND EAST LA).

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:

This staff member is responsible for the oversight and coordination of the disabilities/mental health service areas of the Agency. Provides direction to staff and families in identification and accommodation of children with disabilities and behavioral needs in group and home settings, coordinates IEP plans; coordinates and implements referral and tracking systems and provides disability and mental health information at monthly Policy Committee meetings. Prepares and presents progress reports related to disabilities and mental health services. Participates, including facilitation of agency multidisciplinary team meetings and interagency collaborative meetings. Works closely with the Education component and works with teaching teams to identify strategies for behavior and implementation of activities in the daily lesson plans. Provides follow up on all referrals for Disabilities and Mental Health, and tracks the implementation of services.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Bachelor's degree from an accredited college or university in a Special Education, early childhood development, behavioral science, health or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.

Experience: Three years' experience working with children with special needs.

Skills: Bilingual in Spanish/English highly desirable
Expertise in management and oversight of services to children with disabilities and/or identified social-emotional needs.
Strong computer skills, with experience working on a data base system, preferably Child Plus.
Strong communication skills

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.
*Proof of required immunizations; influenza, pertussis, and measles

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 an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

*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 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 Dr., 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