



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: July 17, 2017

Deadline Date: July 31, 2017

Position Title: Registered Dietician - Consultant
Reports To: Assistant Director of Health and Nutrition
Department: Health and Nutrition
Employment Status: Consultant
Compensation: \$55.00 per hour

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

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:

Under the supervision of the Health/Nutrition Coordinator, the RD consultant agrees to perform the following work for the Company: **Review nutrition screenings and assessment forms for children identified with Nutrition concerns, provide intervention methods based on the diagnosis, contact families and/or physicians when determined there is concern with child, review menus.**

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Registered Dietician Certification required

Experience: Minimum 5 years' experience in school setting or related, preferably working with 3-5 year old children in a Head Start setting. Working with Low income and disadvantage families is a plus.

Skills:

- Strong computer skills, with experience working on a data base system, preferably Child Plus.
- English/Spanish Preferred
- Strong communication skills

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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. * Additionally 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), 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.

- ❖ Proof of Liability insurance
- ❖ Proof of RD license
- ❖ Proof of Degree if applicable

V. 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 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, Ste 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(is) of Degrees
5. Copy(is) of Transcripts
6. Letters of Recommendation
7. Copy of current license
8. And any other pertinent documentation as deemed necessary