

NCO
413 North State Street
Ukiah, CA 95482

JOB DESCRIPTION

I. POSITION TITLE:	Education/Disabilities/Mental Health Specialist
II. PROGRAM:	Head Start Child Development Program
III. REPORTS TO:	Program Director
IV. SUPERVISORY RESPONSIBILITY:	No
V. FSLA/IWC STATUS:	Exempt
VI. GENERAL DUTIES AND RESPONSIBILITIES:	

Under limited supervision, responsible for the development and implementation of a service areas for assigned sites, which includes comprehensive, integrated services to Head Start children and families, as well as training and technical assistance to Head Start staff. Responsible for ensuring a system for accountability and compliance in one or more service areas of the program. Serves as program resource in service area. Works collaboratively as part of the Education Team.

VII. JOB DUTIES AND RESPONSIBILITIES

1. Ensures education, disabilities and mental health service area compliance for designated sites. Conducts an annual service area evaluation jointly. Does so with the cooperation of parents, staff, and community providers. Makes recommendations for changes to improve the operation of the service area and the coordination between service areas.
2. Participates in development and periodic revision of the service plans as it relates to the relevant service area. Develops and updates policies and procedures related to service area.
3. Monitors compliance with Agency, State, and Federal regulations. Assists ATS in monitoring centers' compliance with Community Care Licensing Title XXII regulations and Head Start Performance Standards. Assures that service area meets or exceeds Head Start Performance Standards. Assists in the development of and carries out goals, policies, and activities designed to implement the Performance Standards and their objectives as well as specific service area goals set forth by the PPC.
4. Monitors tracking of activities in service areas and monitors recordkeeping.
5. Serves as liaison with public and community organizations that provide services within the scope of service areas. Develops contracts and agreements as necessary. Serves as a representative for the program to the community.
6. Ensures mental health requirements are met including child observations, child study teams, and staff and parent consultations with a qualified mental health consultant for assigned sites.
7. Provides training and technical assistance to Senior Managers, site staff and parents in the area of early childhood curriculum, child development, disability services, mental health and child outcomes.
8. Works closely with Specialists, consultants and Senior Managers in meeting program goals and providing beneficial experiences for families.
9. Prepares reports on a regular basis for the Program Director as needed to account for activities in the service areas and the results being achieved in the program.
10. Identifies staff training needs and provides training to HSCDP staff as well as parents.
11. Maintains necessary records for the Education, Disabilities and Mental Health Service Areas
12. Serves as a liaison to School Districts to promote collaboration and communication between agencies.
13. Within budget constraints, orders supplies and equipment that allow for the proper functioning of the program in the service areas.
14. Attends meetings of EDM Team, SMT and Coordinating Team.
15. Maintains confidentiality at all times.
16. Attends meetings, training sessions and conferences as necessary.
17. Responsible for generating, collecting and documenting In-Kind.
18. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
19. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
20. Work habits:
 - Arrive at work on time
 - Obtain approval from supervisor for any changes in work schedule or absences
 - Treat co-workers and clients with respect
 - Represent agency/program to the community in a positive light
 - Stay focused on the job

- Take pride in creating a good work environment
 - Dress appropriately for the job
21. Other duties as assigned

VIII. JOB QUALIFICATIONS

1. Bachelor's degree in Early Childhood Education or related field and at least four years experience working with children and families in an early childhood program
OR
Associates degree in Early Childhood Education and at least 6 years experience working with children and families in an early childhood program.

Master's degree preferred.
2. Willingness to acquire necessary training. Computer literacy preferred.
3. Education training and experience in the theories and principles of child growth and development (birth to five), early childhood education, and family support; Disabilities training and experience in securing and individualizing needed service for children with disabilities. Mental health, behavior support and guidance training.
4. Must meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.
5. Must hold a Child Development Teacher Permit.
6. Experience in identification of staff training needs. Ability to work effectively with adults, to direct activities, train staff, and work with parents and children.
7. Ability to work cooperatively with other educational agencies.
8. Spanish bilingual preferred.
9. Ability to communicate effectively, both verbally and in writing with co-workers, community providers, and persons of various cultural/economic backgrounds.
10. Self-motivated, open, flexible, and willing to work cooperatively with staff and parents to ensure a program that will benefit all. Ability to organize, prioritize and manage duties with minimal amount of supervision. Willingness to work as a team member.
11. Ability to accurately collect, analyze and maintain data.
12. Knowledge of Head Start Performance Standards and Head Start experience desirable.
13. Ability to work flexible hours for weekend or evening activities as needed.
14. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
15. Must successfully complete pre-employment physical and T.B. Clearance at time of employment and every four years thereafter.
16. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

PHYSICAL DEMANDS: Position requires the physical ability to frequently change positions in order to move about at children's eye level; to stoop, bend, twist and reach; to lift, carry and handle children and equipment weighing up to 55 pounds; and to provide visual and auditory supervision of children. Able to lift up to 55 lbs using ergonomic safety guidelines; when lifting more than 55 lbs, will ask for assistance or use lifting tools, following ergonomic safety guidelines; and able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

ENVIRONMENTAL DEMANDS: Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their parents.

N.C.O
413 N. State St
Ukiah, CA 95482

Head Start Education/Disabilities/Mental Health Specialist – Ukiah

\$ 3,265/mo, 40 hrs/wk, 12 mo/yr

Paid holidays, vacation & health leave. Eligible for benefits after full 3-month waiting period Retirement: 403(b) Plan-immediate eligibility; SEP-IRA upon qualifying

Interested applicants must complete an NCO employment application. Applications not filled out in full will not be considered for interview. A resume is desirable but is not a replacement for any part of the application form.

Applications accepted until **5:00 PM** on **8/9/10**. Postmarks not accepted. Mail or deliver to NCO, 413 North State Street, Ukiah, California 95482. FAX: (707) 467-3213.

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.
Minority, disabled, and older individuals are encouraged to apply.

FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION A COPY OF TRANSCRIPTS

Also, for Head Start Child Development positions please see **Notice** regarding Department of Justice clearance requirements. **Over** 
