

Open Position

Program:	Head Start Child Development – Ukiah, CA (Central Office)
Position:	Early Childhood Specialist I-II Current Driver’s License and Insurance Required
Rate of Pay:	\$ 27.38 to \$ 31.43 per hour (Depending on Education and Experience) Bilingual (Spanish/English) Pay Differential Available
Hours:	40 hours per week, 12 months/year
Benefits:	401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays* Medical, Dental, Vision and Life Insurance* Employee Assistance Plan* <i>401(k) Retirement Plan all NCO employees eligible to participate (after 90 days of hire) and EAP plan (after 60 days of hire)</i> <i>*Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week.</i> <i>*Paid vacation and holidays for all regular status employees.</i>
Application Closing Date:	Open Until Filled
To Apply:	A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.
Submitting an Application:	By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements	

See our Website for full job description details & to print application

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

Equal Opportunity Employer

We invest in people through community action.

JOB DESCRIPTION

POSITION TITLE:	EARLY CHILDHOOD SPECIALIST I-II
PROGRAM:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	EDUCATION, DISABILITY & MENTAL HEALTH (EDM) MANAGER
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

Under the direction and supervision of the Education, Disability, and Mental Health Manager, this position is responsible for ensuring the program is providing high-quality early education experiences and a positive learning environment that enhance school readiness for enrolled children through coaching and support to classroom staff members. The primary duties of this position require a high level of collaboration, excellent observation, listening, and communication skills, and well-developed organizational skills.

II. JOB DUTIES AND RESPONSIBILITIES

1. Provides training, technical support and guidance to increase instructional staff knowledge, skills, and experience in child growth and development.
2. Supports instructional staff through training, modeling, and guidance per coaching plan.
3. Monitors the teaching staff for progress toward established goals.
4. Conducts observations using the Classroom Assessment and Scoring System (CLASS), the Teaching Pyramid Observation Tool (TPOT), the Teaching Pyramid Infant Toddler Observation Scale (TPITOS), Fidelity tools, and Environmental Rating tools.
5. Collaborates with other staff to promote positive adult-child interactions; sensory and language rich environments; inclusive and developmentally appropriate practices; curriculum fidelity; and school readiness.
6. Assists in the implementation of recommended strategies for children, classrooms, and individual staff.
7. Models Positive Behavior Supports in working with adults and children.
8. Acts as a classroom substitute to cover breaks and absences, when needed.
9. Ensures the health and safety of enrolled children when visiting sites.
10. Actively participates in planning, decision-making, and problem-solving responsibilities with other staff to improve the consistency and effectiveness of and collaboration between HS service areas.
11. Participates in reflective supervision sessions to promote ongoing professional development.
12. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
13. Responsible for generating, collecting and documenting Non-Federal Share Match (In-Kind).
14. Attends scheduled meetings, training sessions and conferences as assigned or requested.
15. Aligns work behaviors in conformance with NCO's Purpose, Vision and Values.
16. Other duties as assigned.
17. Work habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represent NCO and its program to the community in a positive light.

- Dresses appropriately for the assigned job duties and responsibilities.
- Is able to constructively adapt to change.
- Follows the NCO Injury, Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies-

III. JOB QUALIFICATIONS

Education, Training and Experience:

- The following education and/or experience criteria are required
 - A bachelor's degree in ECE **OR** in a related field.
 - At least 3 years of recent experience working with children ages 0-5 in a licensed setting.
 - A minimum of 2 years of classroom teaching experience, preferably in a Head Start/Early Head Start program.

License & Certifications

- Must possess or obtain a Child Development Teacher Permit or higher within 6 months of hire.
- Must provide certificates of completion of approved pediatric first aid and pediatric CPR training within (30) days of hire.
- Employee is responsible for renewing and maintaining a valid CPR/first aid certification at all times.
- Maintains certification in Classroom Assessment Scoring System (CLASS).

Knowledge of:

- Principles and practices of effective interpersonal communications.
- Child development and early childhood education theories, principles, and practices for preschool, infant, and toddler-aged children.
- Strong knowledge of developmentally appropriate activities, including literature, music and movement, multicultural and bilingual education, anti-bias curriculum, and other program content.
- Inclusive and effective teaching practices in relation to children with special needs and/or disabilities.
- Current early childhood best practices

Required Skills:

- Principles of adult learning theories
- Skill in evaluation and implementation of educational lesson planning for groups and individuals, some of whom are individuals with disabilities.
- Must have strong written and verbal communication skills and be able to communicate effectively with clients and program staff.
- Computer operations as relates to the duties of the position including Microsoft Outlook, Word, and Excel, as well as general use of the internet and cloud-based applications (required).
- Understanding of Head Start Performance Standards (preferred).

Ability to:

- Must demonstrate ability to provide training and support for staff in early childhood education, including child growth and development, guidance techniques, child observation and assessment, diversity and inclusion, individualized programming, and curriculum development.
- Ability to meet deadlines pertaining to required coaching documents.
- Demonstrate emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Motivate, engage, and work effectively with other adults, parents, and children.
- Interact with others in a culturally and emotionally appropriate manner.
- Maintain professional, cooperative working relationships.
- Understand and carry out oral and written instructions.

- Follow guidelines regarding the handling of confidential information and documents.
- Communicate clearly and appropriately both verbally and in writing in English (required); bilingual ability (English/Spanish) preferred.
- Prepare and give presentations in various settings using audience-appropriate methods and technologies.
- Work a flexible schedule to accommodate attending scheduled work events and professional development opportunities.

Necessary Special Requirements:

- Must be at least 18 years of age.
- For work-related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization and vaccination requirements related to work in a Head Start program and a licensed childcare facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed childcare facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The employee may regularly use kitchen equipment and implements that can be heavy, hot or sharp, as well as cleaning and sanitizing products.
10. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.