

## Open Position

<b>Program:</b>	<b>Head Start Child Development Program – Ukiah, CA</b>
<b>Position:</b>	<b>Education Specialist I-II</b> Current Driver License and Insurance Required.
<b>Rate of Pay:</b>	<b>\$27.38 to \$31.43 per hour (Depending on Qualifications)</b> Bilingual (Spanish/English) Pay Differential Available.
<b>Hours:</b>	<b>40 hours per week, 12 months/year</b>
<b>Benefits:</b>	<b>401(k) Retirement Plan</b> <b>Paid Health Leave</b> <b>Paid Vacation and Holidays*</b> <b>Medical, Dental, Vision and Life Insurance*</b> <b>Employee Assistance Plan*</b>  <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>
<b>Application Closing Date:</b>	<b>Open Until Filled</b>
<b>To Apply:</b>	<b>A completed NCO Employment Application form is required to apply.</b> The application form is available at our website: <a href="https://www.ncoinc.org/join-our-team/">https://www.ncoinc.org/join-our-team/</a> or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.  <b>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</b>
<b>Submitting an Application:</b>	By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a> 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.</i> <i>Postmarks are not accepted.</i>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
<b>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</b>	

*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.*

**NORTH COAST OPPORTUNITIES**  
**413 NORTH STATE STREET, UKIAH, CA 95482**  
**JOB DESCRIPTION**

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

**I. POSITION OVERVIEW**

Under general direction and supervision, this position is responsible for ensuring the program is providing a high-quality early education experience and a positive learning environment that enhances school readiness for enrolled children. Overall duties include providing coaching and support to classroom staff members, and ensuring all classrooms provide sensory-rich environments and age-appropriate activities. The Education Specialist is also responsible for assisting staff with implementing prevention and intervention strategies that support each child's successful inclusion in the classroom setting. The primary duties of this position require a high level of collaboration, excellent observation, listening, and communication skills, and well-developed organizational skills. This position requires high levels of professionalism and emotional intelligence.

**II. JOB DUTIES AND RESPONSIBILITIES**

1. Provides training, technical support and guidance with individualization and implementation of program curriculum and the use of ongoing assessments.
2. Provides Practice Based Coaching that includes observation and planning cycles.
3. 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.
4. Assists in the implementation of recommended strategies for children, classrooms, and individual staff.
5. Models Positive Behavior Supports in working with adults and children.
6. Provides assistance, on-going monitoring, and guidance to staff as needed to ensure alignment of EDM practices across all classrooms.
7. Acts as a classroom substitute to cover breaks and absences, when needed.
8. Completes monitoring observations and provides summary reports including feedback, outcomes, and recommendations to the EDM Manager.
9. Collects, analyzes, and shares data for the EDM service areas.
10. Makes recommendations to EDM Team about staff training needs; helps design and implement EDM-related training and technical assistance for site staff and parents.
11. Ensures the health and safety of enrolled children when visiting sites.
12. Participates in the overall planning and development of curriculum for the program.
13. Actively participates in planning, decision-making, and problem-solving responsibilities with other staff and families.
14. Works to improve the consistency and effectiveness of and collaboration between HS service areas.
15. Participates in reflective supervision sessions to promote ongoing professional development.
16. Maintains certification in Classroom Assessment Scoring System (CLASS).
17. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
18. Stays current on early childhood best practices; shares new information with the EDM team.
19. Responsible for generating, collecting and documenting Non-Federal Share Match (In-Kind).
20. Attends scheduled meetings, training sessions and conferences as assigned or requested.
21. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.

22. 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.
- Follows the NCO Injury, Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
- Stays 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.
- Effectively adapts to change.

23. Performs other duties as assigned or required.

### III. JOB QUALIFICATIONS

Education, Training and Experience Requirements:

- A bachelor's degree from an accredited school in ECE **OR** in a related field that includes at least 24 units of ECE/Child Development including 12 core units is required. Level II requires an advanced degree from an accredited school in ECE **OR** in a related field plus the units previously mentioned.
- At least 3 years of recent experience working with children and families in an early childhood program is required.
- A minimum of 2 years of classroom teaching experience, preferably in a Head Start/Early Head Start program, is required.
- Experience working with children with challenging behaviors and special needs is required.
- Experience training, coaching, or mentoring ECE professionals is highly preferred.

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.
- Inclusive and effective teaching practices in relation to children with special needs and/or disabilities.
- Principles of adult learning theories
- 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).
- Head Start Performance Standards (preferred).

Ability to:

- 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.
- Organize duties and tasks to meet established deadlines.
- Use established systems to compile and analyze data.
- Perform data entry for brief periods of time.
- Be effective working independently and as a collaborative team member.
- 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.
- Must hold and maintain current a California Department of Education Child Development Teacher Permit or qualify for one.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver 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 child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed child care 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 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.*