



Kedren Community Health Center, Inc.  
KEDREN Head Start State Preschool Programs & Family Service Center  
(323) 777-1411 Office# (323) 777-1365 Fax#

*"Kedren...a family of giving, caring, and sharing...for all seasons."*

Current Job Opening as of January 6, 2012 to January 20, 2012

## **EARLY HEAD START** **INFANT/ TODDLER/FAMILY SPECIALIST**

The EHS Infant/Toddler/Family Specialist designs, coordinates, delivers, and evaluates high quality services to programs serving infants and toddlers. Provides training and professional development to center-based and family home early care to increase the capacity and strengthen practices that enhance the healthy growth and development of infants and toddlers (birth to 36 months of age).

### **Responsibilities:**

- 1) Research and prepare recommendations on instructional materials, teaching methods, and related equipment for the purpose of providing high quality services to children.
- 2) Work effectively with team to plan and implement a comprehensive child development program that meets the Head Start definition of curriculum in all program options and settings.
- 3) Coordinates and assists teaching, homebased facilitators, and family child care staff in implementing research based teaching strategies in early literacy program to all enrolled children in all program options.
- 4) Routinely inspects, monitors and evaluates center facilities and family child care homes for health, safety, fire, and occupancy violations and adherence to performance standards for the purpose of recommending necessary corrective actions to assure environmental quality and compliance is maintained at all times.
- 5) Communicate effectively with others including giving and receiving feedback on the quality of services.
- 6) Guide staff to enhance the role of the parent as the primary educator of the child and promote and support that philosophy.

### **Requirements:**

- 1) Requires a Bachelor's of Arts/Science degree in Early Childhood Education or related field. Requires six units in Infant/Toddler Development.
- 2) Minimum of (3) years teaching experience in Early Childhood Education. One year experience complying with California Community Care licensing requirements for family child care homes.
- 3) Computer knowledge, including Excel, Microsoft Word, PowerPoint, and use of the Internet. Good writing, organization, and record-keeping skills.

Full-time/ Exempt position, \$3,676 - \$5,195 per month plus fringe benefit package include medical, dental, vision, holidays, sick leave, vacation, retirement and Employment Assistance Program (EAP).

Applicants may apply in person between 9:00am – 12:00pm or 2:00pm – 4:00pm (Monday through Friday) in the Department of Human Resources or you may fax your resume to: (323) 777-1365, or email: [lmcmillan@kedrenheadstart.org](mailto:lmcmillan@kedrenheadstart.org)