

Plaza Child Development Program

Child Development Specialist

Salary Range: Depending on Experience and Education

Status: Exempt/ Full time

Definition:

To assist the Program Director and FCC Manager in implementing knowledge and skills required to be a part of the Plaza Family Childcare Education Network. This will involve working with the Provider and assisting her/him in applying the training material, role modeling of skills and building quality into the Provider's childcare program.

Duties:

1. Weekly the Child Development (CD) Specialist will meet with assigned Providers to do the following:
 - A. One-on-one training/modeling/assisting on a variety of topics as specifically needed by the Provider.
 - B. Perform follow-up trainings through demonstration (modeling) with children or observing the Provider with children and making suggestions as needed.
 - C. Deliver/pick-up Lending Library orders as needed. This will be based on previous materials needs assessment based on children's ages. In addition, the Family Development Specialist will demonstrate a variety of ways the materials may be used with the children.
 - D. Discuss and try to resolve any issues that may have come up during the week related to working with the children and/or parents.
2. Month the Family Childcare will:
 - A. Meet with the Program Director to review and discuss any issues that need to be addressed.
 - B. Complete "Home Visit Assessment" for each of their providers and submit assessments to the Program Director for review.
3. To assist the FCC Manager with specific items as needed.
4. To attend any training/meetings as requested by the FCC Manager.

Qualifications:

Education:

- Completed 24 units of ECE/CD including core classes and 16 units of GE in appropriate areas.
- 3 units in an Infant/Toddler (if course has not been complete, it must be completed within the first year of employment).

Experience:

- 175 days of 3+ hours per day within 4 years.
- Bilingual (English/Spanish)
- Basic Computer skills preferred
- Current Driver's License and automobile insurance
- Availability of automobile to make weekly visits

Special Requirements

TB clearance, to be renewed every two years

Plaza Community Services

Serving the people of Los Angeles since 1905

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Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Childcare employees must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the child development center or on the playground.
- Lift 30 pounds from the floor to a waist-high table when necessary.
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.
- Handle the responsibilities and routine stress often associated with providing childcare services.

Plaza Community Services is an equal opportunity employer. This position is open until filled.
For information call Cecilia Mercado at (323) 267-9749 or Gloria Gonzalez at (323)261-2523.

Send resume and application to:

Cecilia Mercado

Executive Program Coordinator

Plaza Community Services

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