

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.



NOTICE TO NCO HEAD START and EARLY HEAD START JOB APPLICANTS

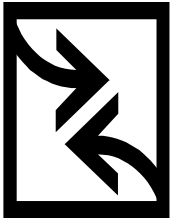
Applicants hired into the position for which you are applying are required by California Law to have a Criminal Background Clearance or Exemption **BEFORE** working in our Child Care programs. Clearances are obtained by submitting fingerprints to the local authorities for a Criminal Background Check through the California Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and Child Abuse Index. Clearances are then reviewed by the California Department of Social Services (DSS), Community Care Licensing Division.

It generally takes 10 to 14 days after fingerprints are submitted for a Clearance to be issued. The process takes considerably longer if a criminal record is present and a DSS Application for Criminal History Exemption is necessary. (Examples of a criminal record include any felony or misdemeanor including DUI, shoplifting and offenses committed as a juvenile.)

In the event you are offered a job with our program and do not already possess a DOJ/FBI Criminal Background Clearance or Exemption for Child Care Facilities, the job offer is conditional upon your obtaining one. **If Clearance or Exemption is for any reason delayed or denied, the program may need to temporarily or permanently withdraw the job offer.**

If a conditional offer of employment with NCO HSCDP is made to you, further information and paperwork will be provided to begin the Criminal Background Check process. It is important for this process to be completed **as quickly as possible**, so that we can ensure adequate classroom staffing.

Thank you for your interest in NCO, Head Start Child Development Program



EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Thank you for taking the time to complete this voluntary form. We are gathering information to comply with record keeping and reporting requirements for federal and state laws.

All applicants and employees are considered for positions without regard to race, color, religion, disability, gender, national origin, individuals with handicaps, Vietnam era and special disabled veterans, or any other protected status.

Providing any information requested on this form is voluntary. No action will be taken for failure to complete this form. This will not be a factor in determining employment, conditions of employment or continuing employment. This will not be considered part of your application or personnel file.

REFERRAL SOURCE

Position(s) applied for: _____

- | | |
|---|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> School Source |
| <input type="checkbox"/> Relative | <input type="checkbox"/> Other |

EEO – 1 REPORTING

Race/Ethnicity Identification (please check one):

- | | |
|---|--|
| <input type="checkbox"/> White (non Hispanic origin) | <input type="checkbox"/> Black (non Hispanic origin) |
| <input type="checkbox"/> Alaskan Native / American Indian | <input type="checkbox"/> Asian / Pacific Islander |
| <input type="checkbox"/> Hispanic | |

Gender Identification (please check one):

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

VETS – 100 REPORTING

Special Veteran Identification

- | | |
|---|--|
| <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Vietnam Era Veteran |
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Application For Employment

It is NCO's mission to be leader and an advocate for improvement in our community by fostering the principles of community involvement, partnership, empowerment, and self-sufficiency.

413 N STATE STREET, UKIAH, CA 95482

PHONE (707) 462-1954

FAX (707) 462-0191

This application must be **completed in full**, including signature, and received before 5:00 PM on the close date. A resume is desirable, but is **not** a replacement for the whole or any part of this application. Please type or PRINT clearly using blue or black ink. Incomplete applications will not be considered for any recruitment.

Position(s) applied for:

HR Only

APPLICANT CONTACT INFORMATION

Last Name	First Name
Mailing Address	City, State, Zip Code
Primary Contact Phone Number or E-Mail Address	Work Phone (If we may contact you at your work)

EDUCATIONAL BACKGROUND

School Name and Location	Graduated?	Degree and Course of Study
High School:	Y N	
Junior College:	Y N	
University:	Y N	
Other:	Y N	

APPLICANT QUESTIONNAIRE

List languages other than English that you are able to speak, write and read:	
I am at least 18 years old:	Y N
If hired, I can present evidence of my legal right to work in the United States:	Y N
If required by the job, and after a conditional offer of employment, I am willing to undergo medical examination:	Y N
I have been provided a copy of the job description(s) listing the essential functions of the position(s) I am applying for:	Y N
I can perform each of the essential functions listed on the job description(s), with or without reasonable accommodations:	Y N
Have you been convicted of a felony during the last seven (7) years?	Y N
If YES, please explain (such conviction may be relevant if job related, but does not bar you from employment):	

EMPLOYMENT HISTORY

Please begin with the most recent position or volunteer activity. For additional information, attach a separate list or resume to the back of this application.

Employer		Telephone
Employer Address		Dates of Employment —
Job Title	Name of Supervisor	Rate of Pay
Description of Job Duties		Reason for Leaving
Employer		Telephone
Employer Address		Dates of Employment —
Job Title	Name of Supervisor	Rate of Pay
Description of Job Duties		Reason for Leaving
Employer		Telephone
Employer Address		Dates of Employment —
Job Title	Name of Supervisor	Rate of Pay
Description of Job Duties		Reason for Leaving
Employer		Telephone
Employer Address		Dates of Employment —
Job Title	Name of Supervisor	Rate of Pay
Description of Job Duties		Reason for Leaving

REFERENCES

Please list three (3) references in the spaces provided, including their addresses. Two references should be professional, and may include anyone with whom you have worked who can comment on your work abilities. The third reference may be a personal reference from a friend who can speak about your personality and character.

PROFESSIONAL Reference Name & Address	Telephone	Years Known
PROFESSIONAL Reference Name & Address	Telephone	Years Known
PERSONAL Reference Name & Address	Telephone	Years Known

NCO may contact the employers listed under the "Employment History" section of this application, unless you indicate those whom you do not wish to be contacted.

DO NOT CONTACT THE FOLLOWING EMPLOYER:

REASON:

ADDITIONAL SKILLS & QUALIFICATIONS

Briefly describe special skills that may qualify you for the position(s) you are applying for (include special accomplishments, publications, awards, professional or civic organizations and offices held, or any other information you would like NCO to consider). Please do not include organizations that would reveal race, religion, age or ancestry.

It is the policy of North Coast Opportunities, Inc. (NCO) that no applicant, client, and/or employee of the agency shall, on the basis of race, creed, national origin, political affiliation, sex, handicap/disability, veteran status, marital status, sexual orientation or age be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program or activity that NCO operates. This policy applies to every aspect of employment, advancement, transfer, demotion, lay-off, termination, rate of pay, and selection for training.

I hereby declare the information provided by me on this Application for Employment is true, correct and complete to the best of my knowledge. I understand that any misstatement or omission of fact on this application shall be considered cause for non-selection or dismissal. I authorize NCO to call past employers (except as noted) and listed references to obtain information about me, and release all individuals and businesses of any liability in the release of background information. I further understand that I may be required to take an employment physical, depending upon the job, and will be required to fill out an I-9 form to verify legal right to work in the United States, if offered employment.

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Applicant's Signature

Signature Date

**NCO JOB APPLICANT DISCLOSURE
REGARDING POTENTIAL CONFLICTS OF INTEREST**

NCO's policies provide for screening of interview panel members to avoid potential conflicts of interest. They also prohibit direct supervision of an NCO employee by a member of the employee's **immediate family**. Such potential conflicts of interest can lead to the appearance of or actual favoritism, impairing the integrity and fairness of our hiring and employment processes.

For these reasons, applicants for employment are asked to disclose relationships covered by NCO's policies. Disclosure will not disqualify an applicant from consideration. It may impact the selection of interview panel members, and may require some adjustment in supervision relationships in the event the applicant is hired. *This information will be kept confidential to the extent possible consistent with its intended use.*

NCO's policies also provide that "No person shall be employed by . . . NCO while serving as a voting member on the Board, a shared governance body or a Committee of NCO." An applicant currently serving in such a capacity if offered employment at NCO, would be required to choose between the offered position and continuing service as a voting member on such body.

For purposes of disclosure, please refer to the following definition of "immediate family" found in NCO's policies:

"Immediate family" shall include: spouses, domestic partners, children, parents, siblings, in-laws, step-family, grandchildren, grandparents, the domestic partners of any of these specified relations, and any person living in the same household.

Please answer these questions:

1. Are **you** currently serving as a voting member on NCO's Governing Board, a Committee of NCO, or a shared governance body (such as the Head Start Program Policy Council)?

Yes _____ No _____

If Yes, Please specify: _____

2. Is any member of your **immediate family** (see definition above) **currently employed by NCO?**

Yes _____ No _____. If Yes, Please list all such individuals and the positions they hold, to the best of your knowledge: _____

3. Is any member of your **immediate family** (see definition above) a **member of NCO's Governing Board, a Committee of NCO, or a shared governance body** (such as the Head Start Child Development Program's PPC)? Yes _____ No _____. If Yes, Please specify:

Name of "immediate family" member(s): _____

Board, Committee or other body: _____

If there are additional immediate family members, please *attach additional page* to provide the information requested for each of them. *Thank you! Please print your name, sign and date below:*

Print Name: _____

Sign Name: _____

Date: _____