



EMPLOYMENT OPPORTUNITY

Date: May 27, 2010
Position: **Developmental Services Coordinator**
Time Frame: June 1 – September 30, 2010 - 12 hours per week - (Temporary Position – No Benefits)
Salary: Depending on Experience - (up to \$50.00 per hour)
Filing Deadline: Open until filled

EXAMPLE OF DUTIES:

1. 4.5 hours per week – visits to Family Child Care Providers, shadowing providers work with specific children, assisting with transitions, IFSP meetings, etc.
2. 4.5 hours per week – visits with Home Visitors to support work with specific children and families, recommend activities, observe and support with socializations, etc.
3. 1.5 hours per week – document cases etc., in files and ChildPlus.
4. 1.5 hours per week – synchronize and provide technical and technical assistance services to Early Head Start team, managers, family child care team, home based team, etc.

QUALIFICATIONS:

- Bachelor or Master's degree in Childhood Education/Child Development with major course work in Special Education, Early Childhood Special Education.
- Minimum three (3) years work experience with children with special needs.
- Bilingual in Spanish

Skills/Knowledge:

- Ability to plan, schedule and coordinate special education proceedings.
- Ability to interpret governmental regulations.
- Ability to write reports and agency correspondence.
- Ability to utilize and prepare computer generated reports.
- Ability to establish and maintain working relationships with staff, parents and public agency personnel;
- Above average knowledge of child development and appropriate observation/assessment methods in early childhood development.
- Knowledge of state and federal laws pertaining to disabilities.
- Ability to access appropriate community resources.
- Proficiency in Microsoft Office applications – Word, Excel, Outlook and PowerPoint.

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview and evaluation. All candidates interviewed will be notified in writing following their interview. Please submit copies of transcripts, degree(s) and any certification along with the cover letter and resume.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

HEALTH AND OTHER REQUIREMENTS:

Physical examination and TB test upon employment
Fingerprint clearance/child abuse Index/Criminal Record Statement.

APPLY: Attn: Human Resources Department
Institute for Human and Social Development
1265 Mission Rd
South San Francisco, CA 94080
Fax: 650.589.5710 OR E-Mail to: hr_resume@ihsdinc.org

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER