



Plaza de la Raza Child Development Services, Inc.  
13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746  
Tel. (562) 776-1301  
www.plazadelaraza.info

---

## Employment Opportunity

Posted Date: 7/6/2018

Closing Date: Until Filled

**Position Title:** Education Coordinator  
**Reports To:** Assistant Director of Educational Services and Center Operations  
**Department:** Education  
**Employment Status:** Exempt  
**Salary Range:** \$4,083.52 - \$4,735.63 per month  
**Work Location:** Los Angeles County

---

### **I. Program Summary**

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves over 1,600 children and their families.

### **II. Summary of Duties**

The Education Coordinator plans, evaluates, organizes and coordinates the implementation of all regular educational and transition programs. Assist the management team in establishing educational goals and administrative practices and assurance compliance with state and federal program requirements related to Head Start and Early Head Start programs objective.

### **III. Qualifications & Experience**

#### **A. Education**

Baccalaureate degree from college or university in education, child development or related field and must possess valid Child Development Program Director Permit.

#### **B. Experience**

Four (4) years of experience teaching in a Head Start program plus three years working in an administrative capacity. Experience in Early Head Start program is highly preferred.

### **IV. Special Requirements**

***Medical Examination:*** Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza.\*

***Fingerprint Clearances:*** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.\*

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available private transportation.

*\* Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.*

**V. Benefit Plans**

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

**Health Care:** Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA  
**Financial:** 401 (k) Plan and Direct Deposit  
**Time Away from Work:** Vacation, Paid Holidays, Sick Days, Leave of Absence, Jury Duty, and Bereavement Leave  
**Work/Life Solutions:** Life Assistant Program

**VI. Physical Demands**

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**VII. Application Procedures**

Applicants interested in the position must complete Plaza's employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746** , or may download the application from the Careers section at [www.plazadelaraza.info](http://www.plazadelaraza.info).

Applicants must submit a complete application packet to Human Resources Department via email [jobs@pdlr.org](mailto:jobs@pdlr.org) or by regular mail to the address listed below:

Plaza de la Raza Child Development Services, Inc.  
Human Resources Department  
13300 Crossroads Pkwy N. Suite 440  
City of Industry, CA 91746

**Employment application packets must include all of the following documentation:**

1. Cover letter
2. Resume
3. Employment Application
4. Official transcripts indicating baccalaureate degree from college or university in education, child development or related field
5. California Child Development Program Director Permit.
6. Valid CPR/First Aid certification

**\* Only complete application packets will be considered for the screening and selection process.**

**EQUAL OPPORTUNITY EMPLOYER**

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.