



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Parkway N., #440, City of Industry, CA 91746
Tel. (562) 776-1301 / Fax (562) 776-8712
www.plazadelaraza.info

Employment Opportunity

Posted Date: 2/15/2018

Closing Date: Until Filled

Title: Mentor Coach
Reports To: Assistant Director of Educational Services and Center Operations
Department: Education
Employment Status: Exempt
Salary Range: \$4,012.00-\$4,653.00 Monthly
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 approximately 1,620 children and their families.

II. Summary of Duties

Under the direction of the Assistant Director of Program Services, the Mentor Coach assists and/or develops and updates classroom programs & procedures for the instructional outcomes, curriculum implementation, child assessment and cultural and linguistic responsiveness. The Mentor Coaches provides technical assistance to identified teaching staff and Site Supervisors and performs other duties as assigned.

III. Qualifications & Experience

A. Education

Must have at least a bachelor's degree in early childhood education, child development or a related field. Must have a California Child Development Director's Permit ; and be CLASS certified and maintain reliability on an annual basis.

B. Experience

Must have three (3) years of work experience in a Head Start program with demonstrated leadership skills and abilities.

III. Special Requirements

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, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance.

The employee may frequently lift and/or move a minimum of 25 pounds up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.*

I. Benefit Plan

Plaza offers the 401(k) Profit-Sharing Plan to eligible employees to accumulate saving for retirement while benefiting from favorable tax treatment. Other benefits include: Annual leave, personal /sick days, leave of absence, holidays, and bereavement leave.

II. Application Procedures

Applicants interested in the position must complete Plaza de la Raza 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 Parkway N., #440, City of Industry, CA 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to the Human Resources Department, via email jobs@pdlr.org or by regular mail to:

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

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. Transcripts indicating BA/BS in Early childhood education, child development or related field.
5. Current California Child Development Director Permit & Class Certification
6. Valid CPR/First Aid certificate

***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.