Education & Disabilities Specialist
Head Start & Early Head Start

Reports to: School Readiness Coordinator
Department: Children & Family Services
Location: Oakland, CA
Travel: Local travel including home visits, fieldtrips, and training opportunities
Benefits: Medical and Dental benefits on the first of the month following 90 days employment, two weeks vacation each year for the first five years.

Program Summary
The Children and Family Services programs include Head Start, Early Head Start, State Pre-Kindergarten, Home Based Services, and Developmental Play Groups. Over 900 children birth through kindergarten entry and 32 expectant parents and their families receive child development and comprehensive family services through the Unity Council in Oakland and Concord. The programs are diverse, multilingual, developmentally appropriate, culturally responsive, and individualized for each child and family services are provided in various centers and through home-based models throughout Oakland and Concord.

Agency Summary
The Unity Council is a non-profit community development corporation committed to helping families and individuals build wealth and assets through comprehensive programs of sustainable economic, social and neighborhood development in Oakland and the East Bay. The Unity Council and its affiliates employ more than 250 culturally and ethnically diverse people in a variety of program lines, ranging from early childhood education to jobs placement to low-income senior housing.

Responsibilities
- Establish professional liaison with Oakland Unified School District, and Regional Center of the East Bay
- Collaborate with Interventionists, Teachers, and Parents to incorporate intervention goals into the classroom setting and home routines;
- Conduct language screens;
- Maintain compliance with all issues for Special Education or Special Needs;
- Work with Disabilities staff on ensuring Head Start 10% compliance is met;
- Conduct a CLASS and Environmental Rating Scale for each classroom in the Fall and Spring;
- Provide classroom support and modeling for two partner sites, Cambridge Community Center and Concord Child Care Center;
- Work closely with Education Management at partner sites to support agency education goals;
- Support School Readiness’ Coordinator and Education Coordination on meeting school readiness goals;
- Monitor education assessments and education files at partner sites;
• Attend regular management meetings and assist with preparation of end-of-month reports;
• Manage all processes of observation, assessment, referral, and service implementation for children with special needs in adherence with federal and local timelines and regulations;
• Provide coaching and support to teachers in the classroom aligned with the school readiness goals and the staff development plan;
• Support with data input and data analysis for School Readiness Report;
• Plan and provide training workshops for staff and parents, in conjunction with the education team;
• Perform additional duties as assigned by management;

Qualifications

• B.A. in Early Childhood Education, Education, Special Education or a BA with 12 units of Early Childhood Education,
• 3-5 years experience in early childhood education, prefer Head Start experience,
• CLASS certification (within 1 year of hire),
• 3 years working experience as a supervisor or lead teacher,
• Ability to model play-based, child-centered curriculum,
• Experience and knowledge of Early Childhood Programming,
• Good writing ability and experience in program-related materials,
• Caring, compassionate approach to working with children and families,
• Culturally responsive practice with children, families, colleagues, and partners,
• Knowledge of workplace safety rules regarding lifting, general safety, and utilizing preventative health measures to prevent the spread of disease.

Application Process Send cover letter and resume to:
Unity Council
Attention: Human Resources
1900 Fruitvale Ave Ste 2A
Oakland, CA 94601
Fax 510-535-6923
E-mail bday@unitycouncil.org

Interview Process Because of the volume of anticipated responses, only those applicants who meet the required qualifications will be contacted for an interview.

The Unity Council is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.