



## Job Announcement

**Date:** July 23, 2007

**Position:** 100%

**Title:** Special Needs Assistant (Bilingual)

New       Replacement

**Dept:** Developmental Division

**Program Title:** Family Developmental Center

**Reports to:** Program Supervisor

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**Brief Description:** Join one of San Francisco's most dynamic and innovative social service agencies. Family Service Agency of San Francisco (FSA) is seeking a Child Development Specialist for our Family Developmental Center. The Family Developmental Center (FDC) is a Mission District based program for children from birth to four years of age. The program provides a stimulating environment with developmentally appropriate activities in seven classrooms. The team consists of bilingual (Spanish) speech therapists, mental health play therapist, social worker, CCS physical and occupational therapists, vision and hearing specialists and classroom teachers. While most of the children attending are Latino, the Family Developmental Center's families and staff are comprised of the rich and varied cultures, which comprise San Francisco. The successful candidate will be the person who sees this position as an opportunity to contribute directly to the health, education and developmental progress of our children and their families. This is an opportunity to work with a team of motivated and talented professionals who use their flexibility and creativity in a community based program.

**Additional Benefits:** Family Service Agency also offers an excellent benefit package. Full-time /Part-time employees who work over 20 hours a week qualify to receive the following benefits: Medical, Dental, Life Insurance, 21 days paid vacation, 15 days paid sick leave, 3 days paid Personal Business Leave (PBL), 12 days paid holidays, Retirement Savings Plan, Transportation Plan, Cafeteria Plan.

**DUTIES AND RESPONSIBILITIES:** Responsible for the assessment, teaching and implementation of identified developmental goals for special needs children; in collaboration with classroom teachers implements individual and group activity plans for all children as needed; Makes recommendations with Site Supervisor in regards to curriculum planning, modifications in order to meet the needs of individual children writes progress notes; attends meetings; record keeping; work with parents; liaison as special education representative.

### **ASSESSMENT, TEACHING AND IMPLEMENTATION OF IDENTIFIED DEVELOPMENTAL GOALS FOR SPECIAL NEEDS CLIENTS**

- Carries out/ completes individual observations, assessments with special needs children, or other children as assigned.
- Works on one-to-one basis with children to attain specific developmental goals, which are specified in Individual Activity Plan.
- Creates quarterly (3 month intervals) individual activity plans for GGRC children with short-term objectives and activities to relate in part to the Family Service Plan and the HELP assessment.
- Updates Infant Needs Service Plan (INSP) quarterly and other forms as needed to address the child's individual needs.
- Plans activities in conjunction with teachers and consultant therapists. Supports in monitoring treatment plans for special needs funded children and other children as assigned.
- Observes and supports classroom teacher in implementation of individual/ group activity plans for special needs children, or other children as assigned. Provides input/changes and feedback to Classroom Teacher, Site Supervisor/ Program Supervisor as needed.

- Provides support and assistance to classroom teaching staff regarding issues of individual children, e.g., feeding procedures, use of adaptive equipment, feeding techniques.
- Recommends items needed to supplement classroom toys or equipment to Program Supervisor.

### **WORK WITH PARENTS**

- Interprets HELP assessment, and reviews goals and objectives with parents on a 3-6 month intervals or as needed.
- Conducts and documents parent conferences as needed.
- Meets with parents individually and /or in conjunction with other members of the Special needs Team/ to include teachers, social workers, therapist etc.... Documents parent conferences; participates in Family Service Plans.
- Participates as a resource person in Parent Education Meetings/Trainings
- Is responsible for referring parents to parent education sessions and support groups and for arranging meetings to meet the needs of the parents with special needs children.
- Supports parents with the IEP process and connecting them to resource agencies
- Assists parents with the transition process to an appropriate program for their child upon termination from Family Developmental Center: meets with SFUSD Central Assessment Team, interprets information to parents.
- Participates in other special Parent Activities/ Trainings/ Workshops as needed (i.e. Annual Resource Fair, Reading Clinics, DEPP Workshops)

### **RECORDKEEPING, REPORT WRITING, DATA COLLECTION, SUMMARIZATION AND ANALYSIS**

- Writes progress reports for GGRC/MOLERA children at Intake, every six months, and/or at renewal time for MOLERA funded children.
- Records time spent with individual children.
- Compiles percent of objectives achieved for individual activity plans on a monthly schedule for review by Special Needs Coordinator.
- Monitors GGRC client achievement of 80% or greater of short-term objectives.
- Carries out other duties as assigned.

### **STAFF TRAINING**

- In conjunction with the special needs team is responsible for providing training related to child development and special needs topics to classroom staff.
- Provides monthly and ongoing in-service trainings for newly enrolled children as needed for classroom staff, arrived at through consultation with Program Supervisor, Lead Teacher, and Special Needs Coordinator.

### **LIASON WITH OTHER STAFF AND AGENCIES**

- Attends meetings as needed
- Serves as agency representative at relevant hearings, local or State sponsored meetings. Serves as liaison with the community regarding inquiries relating to the special needs program.
- Serves as a liaison between the Special Needs Team and the various FDC work units as needed
- Attends IEP's meetings at school district with parents as needed; provides most recent progress reports prior to assessment to SFUSD Special Education personnel, contributes information regarding child's development.
- Attends Teacher's meetings as requested

### **QUALIFICATIONS:**

- **24 ECE** units plus 3 years experience working directly with special needs children and their families OR **A.A degree** in relevant field plus 1 year experience working directly with special needs children and their families (REQUIRED)
- Possession of a **TEACHER** Child Development permit. (PREFERRED)
- Knowledge of child development, special education, assessment and individual program development for children and for families.
- Ability to document program activity and submit appropriate statistics and program utilization to funding agents
- Familiarity with Golden Gate Regional Center and other special services providers in area
- Must have excellent communication skills; **CORVERSATIONAL SPANISH** (PREFERRED)
- Ability to coordinate various levels of care for special needs children.

- Must pass a Department of Justice fingerprint clearance and a Child Abuse Index clearance, Health Screening and TB Test as required by licensing.
- Ability to lift 25 – 40 pounds as needed every day; this includes children and equipment.
- Ability to bend, stoop, sit on floor, lower and raise self from floor during classroom activities, and to use both hands to grasp securely on a consistent basis. Can move quickly in order to respond to an emergency situation.
- Ability to independently speak, understand, read and write English adequate to the needs of the job.
- Knowledge of low-income and homeless issues for children and families preferred.
- Knowledge of and sensitivity to the cultural background of the children and families being served.
- Computer skills: Microsoft Word, other programs a plus.

**ADDITIONAL INFORMATION**

- Non-Exempt status.
- 7.5 hour work day, five days per week. Monday –Friday 8:00-4:00
- Reports to and is evaluated by Special Needs Coordinator.
- Salary: \$25,350- 27,300- \$13-14 hr + benefits

**SEND RESUME TO:**

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