



*Improving the Lives of Families through
Child Care Services, Research, and Advocacy since 1980*

Crystal Stairs is one of the largest private non-profit child development corporations in the State of California. We help families locate affordable and appropriate childcare through a variety of services, working with childcare providers, educators, advocates, and community members to positively impact the lives of over 25,000 children per year.

If you're ready for an enriching career, one with meaning and challenge, then Crystal Stairs is for you. Our mission—to Make Crystal Stairs the Premiere Child Care and Child Development Agency in California—is not an easy one. Yet, within it you will find significant achievement, satisfaction and reward. Ready to make a difference? Join us!

**BILINGUAL EARLY CARE & EDUCATION SPECIALIST- RESOURCE AND REFERRAL (LEAP)
TEMPORARY FULL-TIME POSITION THROUGH 12/23/08**

What We're Looking For:

We are looking for an Bilingual Early Care and Education Specialist who will be responsible for conducting community outreach efforts to provide Pre-Kindergarten curriculum to 3 and 4-year-olds in License Exempt care in targeted communities. In this key role, you will work with Project Management to implement the CPK Curriculum using CDE Pre-K guidelines. You will also plan and attend CPK Parent Engagement events as well as conduct community outreach efforts (i.e. presentations) to inform license-exempt child care providers, community groups and organizations of CPK events and activities. You will assess and collect data, maintain enrollment files and prepare reports on participating children and providers and communicate results. In addition, you will assist the LEAP Coordinator as requested with any special projects or functions such as provider and parent focus groups, special mailings, special events and other LEAP related duties as assigned.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:

- Bachelor's degree from an accredited college/university in Early Childhood Education, Child/Human Development, or related field.
- Minimum 2 years in child development field working with young children in either center-based, family child care or public/private school as pre-school teacher.
- Experience developing and implementing age and developmentally appropriate childhood education/child development pre-K/school readiness activities and/or curriculum.
- Must have knowledge of developmentally appropriate practices and curriculum for pre-kindergarten children.
- Bilingual English/Spanish fluency required; Requires excellent oral, written and interpersonal communication skills.
- Must have strong organizational and multi-tasking skills, with attention to detail.
- Requires excellent customer relation skills and ability to work with parents and license-exempt providers of diverse cultural backgrounds.
- Must have knowledge of MS Office, and data management skills at intermediate level or above.
- Must have the ability to exercise initiative and self-discipline to complete job responsibilities with minimal supervision, as well as the ability to create and maintain a cooperative, positive and collaborative working relationship with co-workers, supervisors, community resources and the public.
- Must have TB and fingerprint clearance and appropriate CPR/First Aid certificates.
- Valid California Drivers License and in good standing with DMV required.
- Must be willing and able to travel to different locations within the agency's service area.

Please include your salary history

Crystal Stairs is committed to building and sustaining a diverse workforce and culture. As part of this commitment, Crystal Stairs provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.