



The Chicano Federation

JOB TITLE: Assistant Center Director

JOB TYPE: Full-Time

HOURLY PAY: \$26.00 - \$29.00

GENERAL FUNCTION:

To assist the Center Director in the day-to-day operations of the agency's child development center and nutrition program. The Assistant Director manages staff; and ensures compliance with partner contracts, policies along with state and federal regulations.

ESSENTIAL FUNCTIONS:

- Supervise and train teachers and staff.
- Highly focus on supporting teachers.
- Continuous classroom support.
- Provide quarterly trainings for teachers and staff.
- Ensure that providers, families, and staff comply with program policies and procedures.
- Train staff on conducting ECCERS, and DRDP reviews; evaluate quality of each.
- Prepare yearly program self-assessment reports for funding agencies.
- Develop effective strategies to enroll families in the preschool.
- Update parent manuals, and program forms as needed.
- Organize a monthly support group for teachers and staff.
- Ensure the collection and retention of data and information required for program and funding reports and audits.
- Participate and represent the organization at various community meetings and events as assigned.
- Ensure compliance with all funding contract rules and regulations.
- Monitor certification and re-certification process for families.
- Assist in state and federal program reviews; and prepare reports for funding sources as assigned.
- Attend appropriate program related meetings, conferences and/or workshops as assigned.
- Perform other duties as assigned.

EDUCATION:

Bachelor Degree in Early Childhood Education, Child Development, or related field required. Must have a current Child Development Program Supervisor Permit. Bilingual (English/Spanish) desirable, but not a requirement.

EXPERIENCE:

A minimum of three –five (3-5) years of experience working in a supervisory position, including personnel management and contract compliance in a similar non-profit program. Knowledge of state Department of Education Title 5 regulations.



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OPERATING RESOONSIBILITY:

Must interact with agency employees and community partners in a personal and professional manner. Candidate must possess strong leadership skills, high energy, flexibility, and a positive attitude.

CONTACTS:

Ability to communicate with employees at all levels.

WORKING CONDITIONS:

Works in a pre-school environment. Some travel required. Must have a vehicle, current driver's license and proof of insurance.