



Job Title: Assistant Pre-School Director

Job Type: Full-time

Salary: \$23.00 to \$25.00 DOE

General Function:

To assist the Pre-school 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 closely 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 Title5 regulations.



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Operating Responsibility:

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.