



CHICANO FEDERATION OF SAN DIEGO COUNTY, INC.
TO CREATE AND PROMOTE EMPOWERING OPPORTUNITIES FOR OUR COMMUNITY

Job Title: Child Development Center Director

Job Type: Full-time

General Function:

The preschool director will create and implement policies and procedures, manages staff and oversees daily operations of Child Development Center. The director is the lead administrator of the school and handles problems with staff and students. They help staff implement The Creative curriculum and ensures the school meets community care licensing regulations, California Department of Education (CDE) title 5 regulations, and Neighborhood House Association (NHA) federal guidelines. Other duties include substituting in classrooms as needed, determining budget needs and making admission decisions.

Qualifications/Education:

- Meet and exceed all Community Care Licensing requirements
- Bachelor's degree in early childhood development or a related field
- At least three years of experience in a preschool/child care setting and have at least one year of management experience.
- Possess leadership strength, a teamwork mindset, strong communication and networking skills, organization skills and problem-solving ability.
- Must have a current Child Development Program Director Permit from California Commission on Teacher Credentialing (CTC).
- Bilingual (English/ Spanish) desirable, but not a requirement.
- Be professional in both mind and appearance and have a strong work history.

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.

Responsibilities included but are not limited to:

- Maintaining school compliance with all Chicano Federation policies, Community Care licensing regulations, CDE title 5, and NHA regulations.
- Supervision of operations, health, safety and educational aspects of the school.
- Implement a strategic plan and goals in keeping with the mission of the program.
- Support Teachers, Family Services Advocate and Mental Health Consultant with children's challenging behavior. Ensure all information is documented and resources are used to support families.
- Ensure students' and children's cultural backgrounds are appropriately recognized and cultural activities are integrated into education program and training.
- Manage enrollment-related practices (responding to school inquiries, providing school tours, building enrollment, creating relationships with school families, etc.)
- Networking and building relationships and brand awareness within the community (hosting school events, attending community events, etc.)

- Manage school staff (interviewing, training, discipline, etc.) and other business-related tasks as necessary.
- Train staff on conducting ECERS and DRDP's, evaluate quality once completed.
- Ensure compliance with all funding contracts.
- Monitor certification and re-certification process for families. Audit files for accuracy and provide technical support to family case specialist when new management bulletins come out.
- Complete continued funding application and work with senior program director to submit in a timely manner.
- Complete annual self-evaluation for CDE and submit. Work on necessary improvements once self-evaluation has been completed and document progress.
- Assist in state and federal program reviews. Collect and retain necessary data for reviews and submit information in a timely manner.
- Attend appropriate program related meetings, conferences and/or workshops for professional development.
- Provide ongoing staff development opportunities.
- Update parent handbooks, and program forms as needed. Parent handbook updates must fulfill standard operating procedures for NHA and funding terms and conditions for CDE.
- Support the agencies overall mission by encouraging staff to participate in community driven events.
- Perform other duties as assigned.

Physical requirements:

- Must be able to lift up to 35 lbs. approximately 100 times per day/shift. Standing, walking, stooping, kneeling, crouching reaching, pulling, pushing, grasping, hearing,
- talking, and repetitive motion are physical requirements of the position.

Compensation:

- \$65,000 to \$70,000 per year

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Other types of insurance