

# Chicano Federation of San Diego County, Inc.

## Job Description

### **JOB TITLE: Director – Child Development Centers**

#### **GENERAL FUNCTION:**

To direct the design, development and implementation of agency preschool and nutrition programs, policies and procedures; provide leadership and direction to preschool staff; responsible for being knowledgeable of Title 5 and Title 22 regulations and assuring that the preschool programs adhere to all rules and regulations of funding sources, as well as achievement of programmatic contracted goals and objectives. Report to Director of Operations.

#### **ESSENTIAL FUNCTIONS:**

- Ensure compliance with all contracted rules and regulations, including Title 5, Title 22, and the Child Care Food Program.
- Administer ongoing program reviews, including the California Department of Education annual program self-evaluation. Ensure all required forms are completed on time for each Child Development Center.
- Ensure accuracy of all required data and information for program and funding reports. Prepare and complete monthly reports in a timely manner.
- Conduct and monitor quality control of family files and family data in computer database. Submit monthly reports to the Director of Operations regarding files reviewed on a monthly basis.
- Ensure that families and staff comply with program policies and procedures, as well as funding agency policy and regulations.
  - Ensure that all program and contractual objectives are achieved.
  - Ensure adequate nutritional meals are served daily at preschool sites. Ability to plan menus and order supplies as needed.
  - Monitor program budgets for compliance with approved budgets.
  - Develop and update program forms as needed.
  - Develop and maintain management information systems.

- Develop and update program policies, procedures, and Handbooks in accordance with updated rules and regulations.
- Hire, train, supervise and evaluate site supervisors.
- Identify, develop professional development training for preschool staff.
- Develop and implement training workshops for staff and parents.
- Approve staff timesheets, expense reports, mileage reports, leave requests and/or other employee forms.
- Develop effective marketing strategies for enrolling families into the preschool program.
- Participate and represent the organization at various community meetings and events. Interface with community agencies to establish linkage, collaboration, and promote program in the community.
- Conduct hearings in program appeal procedures and act as the appeal officer.
- Perform other duties as may be assigned.

**EDUCATION:**

Requires a bachelor's degree or equivalent in child development or a related field. Master's degree highly desirable. Must meet California Department of Education "Program Director" qualifications and possess a Child Development Program Director Permit. Bilingual (Spanish/English) desirable.

**EXPERIENCE:**

Requires a minimum of five years administrative/management experience in a lead role capacity. Requires knowledge of childcare networks and program administration principles. Requires knowledge of computer applications and current software.

**OPERATING RESPONSIBILITY:**

Must interact with agency employees at all levels in a personal and professional manner, assuring that subordinates are treated fairly and in accordance with the agency's personnel policies. Excellent communication skills required to represent the organization in a professional manner. Requires organization skills to remain on top of various child care issues. Requires analytical ability to collect and generate data, maintain contract compliance and generate report writing. Interpersonal skills required to develop and maintain professional relationships with community agencies and

businesses. Must present a positive attitude. Disruption of services would result in loss of credibility in the community effecting funding/contract loss.

**CONTACTS:**

Has contact with all levels of agency employees as well as external contact with employees at private and public child care service agencies, contract monitors, vendors, public officials and various businesses.

**WORKING CONDITIONS:**

Works in an office environment. Local and statewide travel required. Must have a working vehicle, current driver's license and proof of insurance.

**COMPENSATION AND BENEFITS:**

\$55,000-\$60,000/year. Benefits to include full health coverage, annual and sick leave, and 403(b) match program.

**TO APPLY:**

Mail or Fax Resume with Cover Letter to:  
Director of Operations  
P.O. Box 40508 SD, 92164  
(619) 285 – 5616

**Chicano Federation of San Diego County, Inc. is an equal opportunity employer.**