



A L L I A N C E

AGAINST FAMILY VIOLENCE AND SEXUAL ASSAULT

STRENGTHENING OUR COMMUNITY ONE STEP AT A TIME

Child Development Services Manager/Director

Responsible to: Chief Executive Officer

Employment Classification: Exempt, full time

Fundamental Objective: The Childcare Services Manager functions as the Director in a State Licensed Child Development Program. This position is responsible for the daily operations of the Center, for compliance with regulations and for communications with the Department of Licensing.

Essential Job Duties & Responsibilities

- Interviewing and hiring qualified staff, provides appropriate orientation and training
- Responsible for supervision of all staff positions
- Ensures the center meets all California licensing requirements. This includes, but is not limited to:
 - Standards of health and safety
 - Learning environment
 - Nutrition and food preparation
 - Physical safety and well-being of children and staff
- Responsible for maintaining accurate staffing records as required by licensing
- Maintains accurate records for each child as necessary to assure quality care and compliance with licensing (i.e. DRDP's, incident reports, meal counts, exclusion forms, meal transport records, etc.)
- Schedules staff to maintain appropriate child to staff ratios
- Establishes and executes policies and procedures that ensure the well-being of children, such as:
 - Developmentally appropriate curriculum
 - Positive Behavior Management plans
 - Safe arrival and departure
- Responsible for the provision of a safe, and nurturing educational experience for children in crisis that meets the appropriate educational and emotional needs of the children to help them meet their highest level of potential
- Maintains an environment that is tolerant and respectful of child and family cultures, values and differences
- Establishes relationships with individual children and families, being responsive to their needs
- Provides care in classrooms as needed to meet safety and licensing requirement
- Report evidence of suspected abuse/neglect to local Department of Human Services
- Runs all service training and staff meetings as required
- Develop and update personnel and operational procedures
- Develop and maintain the annual budget
- Oversee and approve orders of appropriate center supplies for provision of care such as food, gloves, toiletries
- Represent the center in the community and act as a liaison with other agencies
- Performs other related duties as assigned

QUALIFICATIONS

- Possession of, or eligibility for, a valid California Child Development Site Supervisor Permit with minimum of two years' experience in a child development program, working with infant or toddler aged children, or a Program Director Permit is preferred
- BA degree with the successful completion of 12 units of ECE/CD courses in child development preferred. Required course are Child Growth and Development; Child, Family & Community, plus 3 supervised field units in ECE/CD, 3 Infant/toddler units, and at least 50 days of 3 or more hours per day of child care experience is required, or
- BA degree with successful completion of 24 ECE/CD courses, plus 6 administration units and 2 adult supervision units
- Must provide current proof of Infant and Child CPR, First Aid certification, and criminal record clearance
- Health Screening and TB test must be administered within 1 year prior to or 7 days after employment
- Experience in a CDE funded program working under Title 5 requirements is preferred
- Knowledge of state policies and regulations for operating a child development center is a plus
- Knowledge of the basic principles of early childhood education is preferred
- Ability to read and write both English and Spanish (bilingual) preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent knowledge of general office practice and equipment, organization, problem solving, communication skills, English, writing, general math, and budgeting
- Excellent ability to type and use a computer and other office equipment, including calculator, postage machine, copier and fax. Skilled with Microsoft Office including Excel, Access, Publisher, word processing, etc.
- Ability to understand and follow oral and written instructions; ability to use correct English; demonstrate ability to be flexible, adaptable, and work effectively with others.
- Ability to relate and communicate effectively, maintain a courteous manner, and cooperation in working with individuals from diverse socio-economic backgrounds, children, and community requests and staff

Essential Physical Requirements

- Must be able to lift, bend, reach frequently
- Must be able to use a stepladder for maintenance duties occasionally
- Must be able to take notes while on the phone to perform duties occasionally.
- Must be able to sit or stand to operate computer, fax machine, copier, make presentations frequently
- Must be able to assist loading and unloading donations occasionally
- Must be able to sit in a vehicles and perform driving tasks occasionally
- Must be able to lift car seats, and small children occasionally
- Must be able to bend comfortably and frequently at the waist
- Must be able to lift and carry children weighing up to 50lbs occasionally