

FAMILY RESOURCE & REFERRAL CENTER

Serving the Community for over 30 years

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www.frrcsj.org



Child Care Assistance - Child Nutrition - Community Resource & Referral - Early Care & Education - Administration

JOB POSTING: THE FOLLOWING POSITION IS OPEN AND AVAILABLE UNTIL FILLED. QUALIFIED CANDIDATES SHOULD GO TO WWW.FRRCSJ.ORG TO GET AN EMPLOYMENT APPLICATION AND SUBMIT IT WITH THEIR RESUME TO THE HUMAN RESOURCES DEPARTMENT AT THE ADDRESS ABOVE. EMPLOYMENT APPLICATIONS ARE ALSO AVAILABLE AT THAT ADDRESS. HUMAN RESOURCES CAN BE CONTACTED AT (209) 461-2991.

Job Title: CALIFORNIA STATE PRESCHOOL PROGRAM CENTER DIRECTOR
FLSA Status: Exempt
Salary: Minimum: \$44,280 annual Midpoint: \$55,404 annual

Family Resource and Referral Center (FRRC) employee responsibilities include becoming familiar with all programs operated by FRRC.

The CSPP Center Director is responsible for the programmatic compliance and the curriculum of the Early Childhood Programs. Will develop, expand, facilitate and/or oversee the implementation of the agency's early childhood/school readiness program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Supervise, observe, and evaluate CSPP staff.

Serve as liaison with the center Teachers to the following groups: parents of 0 to 5 year olds, the area school district's early care and education, and K-3 programs, and other early care and education programs operating within the area.

Conduct staff orientation and all training for all early childhood staff.

Ensure compliance with federal, state and local laws, rules and regulations that affect early childhood programs.

Develop and implement policies, procedures and forms required by First 5 San Joaquin and the district related to early childhood and school readiness.

Make recommendations regarding hiring and termination of early childhood staff.

Complete annual performance appraisals.

Provide in-service trainings to parents, teachers, and the community on various topics related to school readiness, early learning and education.

Cooperate with the First 5 Commission's evaluator in helping to determine the impact of early learning, preschool, and school readiness funding.

Effectively recruit parents and students for the early childhood programs in order to operate at maximum efficiency.

Certify the eligibility of children enrolled in early childhood programs and coordinate enrollment.

Prepare, monitor, and administer the budgets for early childhood program.

Purchase equipment and supplies as needed for the early childhood programs.

License facilities, ensure that facilities conform to licensing requirements and regulations, and respond to licensing reports.

Enforce the early childhood program health and safety policies for children and staff.

Assist in the use of authentic assessment and portfolio development.

Maintain a warm, accepting, and developmentally appropriate environment which promotes the cognitive, physical, emotional, and social development of the child and family.

Ensure that individualized, personalized responsive care is provided.

Reinforce and enhance the roll of the parents as the primary educator and caregiver of their child.

Build relationships and maintain communication with outside agencies throughout the county, such as First 5 San Joaquin contractors and school districts who provide early care and education to young children.

Communicate positively and develop reciprocal relationships with staff, volunteers, parents, and children.

Ensure that all program policies and procedures follow a professional code of ethics (e.g., National Association for the Education of Young Children).

Monitor licensing and certification of classified employees.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Principles and practices of child development.

Knowledge of the preK-12 educational system.

Ability to work with special needs families.

Knowledge of the educational needs of English language learners and special needs students.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of students and staff.

Ability to maintain cooperative working relationships.

Knowledge of CSPP funding terms and conditions.

Ability to plan and implement events involving preschool students, parents and staff.

A valid California Driver's License.

Knowledge of child abuse reporting requirements.

Knowledge of Title V and Title 22 regulations.

Maintain valid First Aid and CPR certification.

Must be able to pass a drug screen test and fingerprint background checks which are paid for by the agency.

ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Early Childhood Education or a related field with at least 24 units in Early Childhood Education.

Must hold or be eligible for, and maintain eligibility for, a Child Development Program Director Permit in accordance with the criteria established by the California Commission on Teacher Credentialing.

At least three years of teaching experience (in preschool and/or primary grades) and one year of management and supervisory experience in an early childhood program.

CALIFORNIA STATE PRESCHOOL PROGRAM EXPERIENCE PREFERRED.