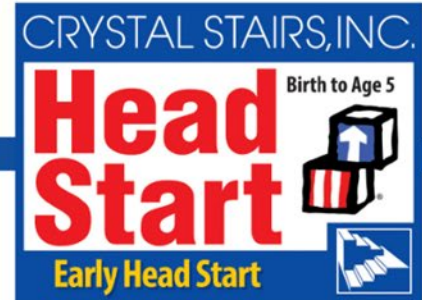




CRYSTAL STAIRS HEAD START  
*is seeking an enthusiastic*  
**Assistant Director**

to join our  
Strategic Leadership Team and make a significant  
difference in the lives of young children and their families



## Head Start Program **ASSISTANT DIRECTOR**

**Location:** South Los Angeles, California

Crystal Stairs, Inc. is seeking an enthusiastic professional to join our strategic leadership team. If you're passionate about improving the lives of young children and their families, the Assistant Director role might be for you!

The Assistant Director (AD) plays an integral role in leading our Head Start program to success. Supporting over 250 staff and 2500 children and families, the AD will provide strategic leadership and oversight of the Head Start program's family service functions, including family engagement, community partnerships, comprehensive health services, ERSEA and enrollment. The AD will ensure successful supervision of staff including; program managers, supervisors, staff and consultants. Oversight will include budget and fiscal management, administrative and procurement processes, and strategic workforce management. The AD will uphold and implement the policies, practices, and mission of Crystal Stairs' Head Start program to ensure program compliance per Federal Head Start Performance Standards and all local, state and or agency policies and procedures.

### Key Responsibilities, Oversight & Leadership

- Strategic leadership and innovative programming to meet the needs of children and families in alignment with Head Start and organizational objectives.
- Identify new or under-served populations in the service area, assess their needs and identify available resources.
- Mobilize community resources and partnerships and work with other organizations in the community to foster collaboration as defined by the Office of Head Start.
- Design, implement and monitor strategic plan to actively promote Head Start program, ensuring community awareness and meet enrollment objectives.
- Train, mentor, monitor and supervise staff and effectively communicate agency and program expectations.
- Develop, manage and forecast budgets.
- Implement and manage compliance controls, ensuring all Federal, State, and local regulatory and program compliance.
- Work with program managers to plan, organize and supervise day-to-day program operations; monitor quality, resolve challenges and continuously seek opportunities for improvement.
- Effectively communicate with parents and staff, addressing any concerns and maintaining a high level customer service brand

- Oversee the quality and compliance of services and provide regular monitoring of metrics/results of programs, ensuring integrity of data in internal tracking system, perform gap analysis, recommend and/or implement re-alignment of program workflow.
- Collaborate in the development of programs, grants, and grant reports/application materials.

### Qualifications, Skills, Education and Experience

- Bachelor's Degree in Early Childhood Education, Social Work or related field with knowledge of child development birth to three. Master's Degree preferred.
- 3 - 5 years of experience at Manager or significant Supervisorial level.
- Excellent computer skills required including Microsoft Word and Excel.
- 5 years of experience in early childhood education, family services, health services, disabilities, mental health or compliance.
- 3 - 5 years of experience managing budgets and purchasing.
- Skilled in reading, interpreting, and analyzing complex state and federal regulation, policies and procedures.
- Knowledge of organizational and management practices related to the evaluation of services, policies, and operational needs.
- Highly developed interpersonal skills using tact, intellect, patience and courtesy.
- Ability to organize and successfully meet daily objectives, foster a team atmosphere; and possess mediation, negotiation skills; and effective conflict resolution skills.
- Ability to coordinate and manage projects, work independently and follow through with project completion.
- Ability to communicate, both oral and written, to individuals with diverse backgrounds and relate to diverse groups of people including low-income families.
- Ability to speak, read and write English and must understand and be understood by others.
- Ability to develop and maintain cooperative, warm, open working relationship with children, parents and staff.

### Total Compensation Package

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| <ul style="list-style-type: none"> <li>• Competitive Salaries</li> <li>• Medical/ Dental/ Vision/ Life and Pet Insurance</li> <li>• 401k Matching Options</li> <li>• Flex Spending</li> <li>• Pre-paid Legal Services</li> <li>• Sick and Vacation Time</li> </ul> | <ul style="list-style-type: none"> <li>• Paid Holidays</li> <li>• Free Parking</li> <li>• Opportunity for Growth and Development</li> <li>• Robust Learning Management System offering the following continuing education units.</li> </ul> |
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Crystal Stairs, Inc. is committed to building and sustaining a diverse workforce and culture. As part of this commitment, Crystal Stairs, Inc. provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

Apply [HERE](#)

**For more information about Crystal Stairs, Inc. please visit our website at: [www.crystalstairs.org](http://www.crystalstairs.org)**