

# Job Announcement

## Program Director

**Employer:** Children & Family Circle

**Job Location:** Santa Rosa, CA

**Job Type:** Full time, 37.5 hours/week

**Funding:** CA Dept of Social

Services

**Salary Range:** \$70,000 - \$75,000

*Since 1978, **Children & Family Circle of Sonoma County** has been providing high-quality state subsidized child care and support services to eligible families through our Family Child Care Home Education Network (FCCEN).*

### **Job Description:**

The Program Director has administrative and programmatic responsibility for the overall functioning of the Family Child Care Education Network Program.

### **Credentials:**

Current Child Development Program Director Permit or alternative qualifications as indicated on the Child Development Permit Matrix.

### **Job Duties Include:**

- Enroll and Certify Families for Care
- Monthly Subsidized Provider Pay
- Monthly Family Fees
- Monthly Reports to CDSS
- Create and Maintain Provider Forms
- Collaborate with Education Director
- Assist with Curriculum
- Maintain Enrollment Numbers
- Attend Appropriate Meetings
- Compliance with Title 22 and Title 5

### **Requirements Include:**

- Bilingual Spanish/English preferred
- Excellent Communication and Writing Skills
- Knowledge of Microsoft Word & Excel
- Valid CA Drivers License and Insurance
- Clear TB, Health Screening and Appropriate Vaccines

### **Benefits Include:**

- Generous paid leave and holidays, Employer paid health plan, 403(b) Retirement Plan with Employer paid contributions.

**Please Submit Resume/Inquiries to: Cindy Springer, Executive  
Director [cindy@cfckids.org](mailto:cindy@cfckids.org)**