

# **HARBOR INTERFAITH SERVICES, INC.**

## **JOB DESCRIPTION**

### **DIRECTOR OF CHILDCARE AND EDUCATIONAL SERVICES**

**Salary Range \$50,000 - \$60,000**

**Interested Applicants, please fax or email resume.**

**Fax: 310-831-0791**

**Email: [exec.dir@harborinterfaith.org](mailto:exec.dir@harborinterfaith.org)**

The Director of Childcare and Educational Services works under the supervision of the Executive Director to develop, implement and manage community education programs and activities for targeted clients, including infant/toddler, preschool, after school, and adult education programs that are aligned with the needs of the community and the goals and objectives of the organization.

**Job duties include, but are not limited to, the following:**

#### **Administrative**

- Assure compliance with applicable state and county codes and regulations for licensed childcare facilities.
- Comply with State Licensing Child Care regulations including completing appropriate paperwork.
- Establish policies on admission, attendance, and fees.
- Prepare monthly reports on the status of the program to the Executive Director.
- In coordination with the Directors of the Family Shelter Program, A.L.L. Program, Family Resource Center and Continuum of Care, recruit and enroll new clients in the agency's educational programs; develop and implement adult education programs that meet clients' needs.
- Maintain a variety of records, including registrations, permission slips, accident reports, medical records, etc.
- Prepare and maintain the Childcare/Preschool Handbook containing procedures and policies.
- Participate in agency staff meetings, professional development workshops, classes, and organizations.
- Actively pursue and maintain program accreditation.

- Other duties as directed by the Executive Director

### **Supervision and Personnel**

- Recruit, select and hire qualified staff to run the preschool program in compliance with state regulations.
- Plan and provide regular, ongoing staff development opportunities and training.
- Hold staff meetings on a regular basis.
- Develop and implement a plan for managing a network of substitute teachers and utilizing community volunteers.

## **DIRECTOR OF CHILDCARE AND EDUCATIONAL SERVICES CONT.**

### **Curriculum and Instruction**

- Collaborate with teachers to plan instructional activities and lessons, which promote developmentally appropriate student learning in accordance with NAEYC and California Preschool Foundations
- Oversee and formally evaluate the curriculum and the instruction of the staff.
- Procure and organize instructional equipment and supplies.

### **Facilities and Safety**

- Monitor the safety of students, staff, and facilities.
- Develop, implement, and monitor a safety plan in line with state regulations
- Regularly inspect equipment and play areas to ensure safety and cleanliness.
- Procure and use all required safety equipment and train staff on its use.
- Ensure that all staff is CPR and First Aid certified.
- Financial
- Develop and maintain an annual budget.
- Manage books.
- Prepare financial statements on a monthly basis and present them to the Executive Director.

## **Marketing and Development**

- Promote the positive image of the childcare center and educational programs.
- Work with the school advancement director, principal, and development committee to market and advertise HIS childcare center and educational programs.
- Participate in agency tours, outside speaking engagements, board meetings, and other events to represent the agency's childcare and educational programs as needed.

## **Required Qualifications**

- Three or more years experience in a childcare or preschool setting with management experience
- Baccalaureate Degree in the field of Early Childhood or the equivalent
- Must have demonstrated effective leadership in instructional programming, implementing
- Must be experienced in supervising a diverse professional staff
- Must have a proven record of managing an early education facility
- Understanding of NAEYC accreditation procedures
- Pediatric CPR & first aid training
- Current negative TB test

## **DIRECTOR OF CHILDCARE AND EDUCATIONAL SERVICES**

### **CONT.**

## **Preferred Qualifications**

- M.A. in Early Childhood Education or the equivalent
- MFT, PPS and/or Administrative Services Credential highly desired

- Bilingual (English-Spanish)

**Personal Qualities**

Must be creative, a self-starter, and self-motivated, with strong organizational, communication and writing skills; work cooperatively with others to set goals, resolve problems, make decisions that enhance program effectiveness, promote professional development and lifelong learning.

**Required Skills**

Must demonstrate excellent Microsoft Office and internet research skills