

## **MOTHERS' CLUB FAMILY LEARNING CENTER POSITION OPENING**

Position Title: Children's Program Director

Mothers' Club Family Learning Center is seeking an experienced and committed leader who will oversee our Early Childhood Education program and work as a member of our Leadership Team. Mothers' Club is a highly acclaimed two-generation learning program with a 50 year history of working with isolated families. The early childhood education program is a component of Mothers' Club Family Learning Center whose mission is to prepare parents and children to succeed in school and in life.

**QUALIFICATIONS:** Must meet the qualifications listed in "Child Development Permit Matrix" for the title of "Child Development Program Director" - (BA or higher with 24 ECE units). The person must have 3 – 5 years working in an ECE program and have some supervisory experience.

**POSITION SUMMARY:** The Children's Program Director develops and implements an age appropriate early childhood education program for children ages 0-5, and is responsible for the day-to-day operation of the Early Childhood Education program. The position is responsible for compliance with all State licensing regulations, for on-going assessment for program improvement, and for implementing a professional development program to ensure high quality programs. Knowledge of PITC (Program for Infant/Toddler Caregivers) is highly desired.

### **IMPORTANT RESPONSIBILITIES:**

- Oversee compliance with requirements for Early Head Start, LAUP (Los Angeles Universal Pre-school), Even Start, and other funding sources.
- Provide leadership and support to 15 ECE teachers in implementing a research-based curriculum and model best practices in ECE on a daily basis.
- Ensure that children's assessments are conducted as required for outcome measurements and to determine individual intervention plan for children with special needs
- Develop a professional development program to increase the skills of the ECE teachers and assist in continuous program improvement.
- Participate as a member of the Leadership Team to develop and evaluate new programs to meet the needs of families.

This is a full-time, exempt, position. Salary is dependent on experience. Mothers' Club provides medical and dental benefits, vacation and sick pay.

Send resume to Sue Kujawa, Executive Director

Via email: [Sue@mothersclub.org](mailto:Sue@mothersclub.org)

Via fax: 626-793-1832

Visit our website at [www.mothersclub.org](http://www.mothersclub.org)