



Chinatown Service Center

POST 11/16/09

Job Announcement

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Child Development Program Director
Compensation: **Salary:** \$43,600 annual **Benefit** package includes medical and dental.
Open Date: 11/16/09
Closing Date: 11/30/09 or when sufficient applications have been received.

Primary Responsibilities:

The Child Development Center Program Director will administer all aspects of the program, including ongoing communication and compliance with the state licensing department, managing the program budget, monitoring expenditures and supervising staff.

Reporting Relationships: The Child Development Program Director reports to the Chief Executive Officer of the CSC.

Essential Duties:

1. Administer all aspects of program, including ongoing compliance with Title 5 state licensing requirements, managing program budget, monitoring expenditures and supervising staff.
2. Prepare and submit facility operating budget and other child development financial reports in collaboration with CSC Fiscal Department, Project Accountant.
3. Supervise all program record keeping and reporting of activities, including record keeping and reporting to the California Department of Education and food programs.
4. Supervise Head Teacher and assist with the supervision of classroom staff
5. Interview and recommend hiring of staff.
6. Confer with Head Teachers regarding overall development of individual children
7. Approve purchases of classroom curriculum materials
8. Confer with parents regarding facility activities, policies, and enrollment procedures
9. Handle office reception, routine telephone calls and correspondence and serve as general resource person for parents and staff
10. Market the Child Development Center to the community.
11. Establish and develop contacts with prospective funding sources for program activities, initiate fundraising activities and grant proposals
12. Maintain handbook of policies and procedures for parents and staff
13. Develop and coordinate activities/events both specific program and agency-wide, ensuring conformance to state and local regulations and CSC policies.
14. Performs classroom teaching duties during absence of teacher
15. Other duties as assigned

Qualifications:

1. BA degree in Early Childhood Education or a related field
2. Minimum three years experience as an early childhood teacher
3. Minimum one-year experience in an out-of-classroom position (director, asst. director, Lead teacher, program coordinator, program consultant, etc.)
4. Valid CA Child Development Program Director's permit
5. Current First Aid/CPR certificate
6. Finger print clearance prior to employment
7. Health assessment clearance prior to employment
8. Valid CA Driver's license and proof of auto Insurance
9. General computer knowledge, such as Word, Excel, Power Point and Internet.

Please forward your resume accompanied by a cover letter to Human Resources

Attn: Amy Atondo

Fax: (213) 680-0787 **E-mail:** aatondo@cscla.org

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**