



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Early Childhood Education (ECE) Director</b>
Reports to:	Executive Director
Supervises:	The Curriculum Specialist and Teachers
Salary:	Commensurate with qualifications and experience
Works closely with:	Executive Director, Program Director, and Family Engagement Specialist

**Families Forward Learning Center's** (FFLC) mission is to prepare families living in isolation and poverty to succeed in school and in life through two-generation learning programs. To fulfill our mission, we provide free social services and educational programs to low-income, at-risk families with children ages 0-5. In all programs, parents and children are on-site, engaged in their own comprehensive curricula. Programs successfully increase literacy levels, educational outcomes, and the emotional well-being of both generations.

### Position Overview

The **Early Childhood Education (ECE) Director** is responsible for the management, supervision, planning, development, and growth strategies for FFLC's Children's Program. The ECE Director plays a key role in supporting the vision, goals, and strategy of the agency, ensures the highest quality program is offered and develops strong, positive relationships with staff and families. The position supervises the Assistant ECE Director and teaching staff and is responsible for ensuring compliance with all governmental (local, state, and federal), regulatory, and contractual requirements are aligned with the mission and philosophy of Families Forward Learning Center.

### DUTIES & RESPONSIBILITIES

#### **STAFF MANAGEMENT**

- Supervises and mentors the Curriculum Specialist.
- Supervise teaching staff one-on-one to ensure they have the support and guidance needed to provide quality services to the children and families served.
- Support the Curriculum Specialist with management of teachers' lesson plans to ensure they provide and evaluate indoor and outdoor environments, activities and routines which are safe and secure; prevent accidents and illness; encourage play and exploration; promote problem solving and learning; are developmentally appropriate; promote growth in all developmental areas; reflect children's learning styles; meet the needs of all children.
- Support the Curriculum Specialist with the teaching observations in the classroom and providing feedback to teachers (mentoring); meeting regularly with teachers and helping them problem solve classroom situations; being knowledgeable of current ECE resources and sharing those resources with teachers.
- Guide staff development and implement an inclusive, culturally and linguistically appropriate learning environment based on observations of the child and parental information, and knowledge of culturally different child rearing practices.
- Conduct teaching staff interviews, selection, assignment, and orientation of all ECE staff.
- Lead staff meetings, supervision, and on-going trainings.
- Conduct monthly staff check-ins to ensure professional goals are achieved.
- Develop and maintain the staff schedule.

## **CURRICULUM & PROGRAM QUALITY**

- Support the Curriculum Specialist in guiding teachers to plan, prepare, implement, and manage a developmentally and culturally appropriate curriculum for children in a team-teaching environment.
- Ensure the implementation of a research-based curriculum in the children's program, including the use of Emergent and Creative Curriculum, and the Reggio Emilia and Conscious Discipline approaches.
- Incorporate the principles and practices of PITC (Program for Infant Toddler Caregivers) into the 0-3 classrooms. Make sure all infant/toddler teachers are competent in carrying out PITC in their classrooms.
- Ensure high quality programs by annually assessing the ECE classrooms using the nationally accepted tools; CLASS Environmental Tool and CLASS Second Edition.

## **LEADERSHIP**

- Carry out the mission, vision, and values established by the Executive Director and Board of Directors.
- Provide a social and emotional climate that supports and builds group pride.
- Establish and implement an on-going staff development program based on the latest research in child development.
- Maintain confidentiality regarding all personal information about children, families, and staff.
- Supervise and directly interact with children in a warm and positive manner.
- Act as liaison between Families Forward educational programs and other community agencies.

## **FAMILY ENGAGEMENT**

- Communicate positively and actively to develop reciprocal relationships with parents.
- Identify children who may have developmental delays or special needs and communicate the child's assessment needs to the Family Engagement Specialist.
- Ensure that all children are receiving quality educational programming and case management, including the required assessments, screenings, and when needed, appropriate referrals to the regional center, the local school district, and other community-based and Families Forward resources.

## **ADMINISTRATIVE RESPONSIBILITIES**

- Oversee the day-to-day operations of the Children's Program, ensuring all agency policies for health, safety, and emergency procedures are followed. Provide information about health, safety, and emergency procedures to parents and staff and ensure that all fire and other emergency drills occur on a regular basis.
- Administer and manage the evaluation of the DRDP and ASQ assessment tools.
- Complete performance evaluations; maintain confidential records of teaching staff's employment, evaluations, and staff development activities.
- In collaboration with the Program Director, ensure full enrollment in California State Preschool (CSPP) and Early Head Start (EHS) programs. Notify the Director of Programs of the need to recruit families to participate in these programs.
- Ensure compliance with State licensing requirements and all other funding mandated requirements, in particular: Early Head Start (EHS) and California State Preschool (CSPP). Act as the primary contact with State licensing, EHS, and CSPP representatives.
- Monitor teacher permit status and assist teachers in the process of updating their permit status.
- Complete and ensure the timely submission of all internally and externally required reports, applications, and similar administrative documents.
- Monitor the education program budgets to assure financial accountability.

## **Required Qualifications**

- A Bachelor's degree in early childhood development or a related field is required.
- Possess a valid State of California Children's Center Director's Permit.
- A minimum of 5-7 years of leadership experience in a high-quality early childhood education setting.

- Demonstrated ability to develop and effectively manage programs, services, and staff.
- Possess First Aid/CPR (infant, child & adult) certification.
- Excellent written and verbal communication skills.
- Excellent organizational, problem-solving and time-management skills.

### **Preferred Qualifications**

- Master's degree in early childhood development or related field.
- Possess knowledge of Licensing Title 22 regulations.
- Possess knowledge of Early Head Start and State Department of Education CSPP regulations and standards.
- Experience in working with diverse cultures.
- Experience with the operation of a nonprofit organization preferred.
- Ability to utilize technology for distance learning and virtual communication applications.
- Demonstrates ability to collaborate with others and foster positive professional relationships and communication with co-workers, board members, clients, volunteers, guests, and the community.
- Bilingual Spanish

### **Work Environment/Work Schedule**

- The work environment is typical office environment with varying noise levels.
- Work schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Some evenings and weekends will be required.

### **Physical Requirements:**

- Be able to lift 30 lbs.
- Be able to walk, squat/kneel, push/pull, twist, turn, bend and stoop and sit on the floor.
- Be able to see, hear, speak with children.

### **Benefits**

- Medical and dental plan
- Retirement 403(b) Plan
- Paid vacation, sick leave, and paid holidays

Email Cover Letter and Resume to Executive Director Elva Sandoval at [Elva@FamiliesForwardLC.org](mailto:Elva@FamiliesForwardLC.org)

[www.FamiliesForwardLC.org](http://www.FamiliesForwardLC.org)