September 05, 2019

Director
Anna Bing Arnold Children’s Center

Salary Range: Salary is commensurate with qualifications and experience.

Work Schedule: Full-Time. Hours to be determined. Exempt classification. This position is eligible for benefits.

Position Overview:
This position reports to the Executive Director of University Auxiliary Services, Inc. The director assumes formal administrative responsibility for the overall operation of the Children's Center program, conducts the business affairs of the program and provides leadership in planning and directing the child development program workforce. The director is the educational leader of the program and provides guidance in integrating the philosophy and goals of the child development program with the developmental needs of the children. The director is knowledgeable about the Reggio Emilia/Constructivist approach to education and provides leadership in carrying out this approach. The director provides for the health, safety and nutritional needs of the children as well as the social service needs of the family. The director maintains rapport with the parents of the children attending the program and establishes and maintains open lines of communication with the campus and local community. The director assesses organizational performance and plans for the short and long term development of the Children’s Center program.

Essential Duties:

Administration and Management:
- Identifies the roles and relationships of federal, state and local regulatory agencies in the administration of the child development program and ensures compliance with all applicable licensing and funding regulations.
- Originates, supervises and acts as Principle Investigator for all grant activity, including both public and private agencies.
- Responsible for delegating authority and responsibility according to the programs organizational chart.
- Communicates to parents and staff members both verbally and in written form clearly defined operating policies and procedures and makes policy decisions.
- Plans for short term and long term development of the program.
- Keeps informed on new trends, ideas and issues in education, child development, business, economics and demographics.
- Establishes an evaluation plan to assess organizational performance of the child development program on a continual basis, and includes staff and parents in process.
- Has overall responsibility for facilitating the human relations component of the child development program, and provides techniques and strategies to build commitment, trust, respect, openness and information sharing between the staff members.
- Establishes and maintains both the informal and formal lines of communication within the program and the campus and local community.
- Implements constructive approaches to conflict resolution and deals with conflicts and confrontations promptly.
- Assists University in teacher training and internship programs.

Business Management:
- Prepares the projected annual operating budget, monitors the accounting of income and expenditures on a monthly basis, and prepares required child development financial reports.
- Initiates and supervises fund raising activities as well as writes grant proposals.
- Develops and contacts prospective funding sources. Makes budget presentations to funding sources as needed.
- Supervises facilities planning, operation and maintenance.
- Maintains an advertising and public relations program to promote enrollment.
- Develops admission procedures and policies.
- Monitors children’s enrollment and attendance to maintain full enrollment.

Staff Management:
- Implements procedures for recruitment and selection of personnel.
- Determines needed staff positions based on appropriate adult child ratio.
- Supervises and consults with the teaching staff in the curriculum planning, classroom management, and the day to day program operation.
- Implements the employee performance evaluation procedure and involves staff members in self-evaluation and the evaluation of classroom management.
- Plans regular staff meetings and follows a prepared agenda with staff members contributing to the agenda.
- Interprets and implements personnel policies and maintains personnel records as required.

Children's Program:
- Integrates the philosophy and goals of the program in relation to the developmental stages and cultural and linguistic diversity of the children.
- Implements a procedure for orienting the children to the child development program and includes a pre-enrollment visit for the children.
- Supervises the planning and implementing of the annual curriculum goals and objectives ensuring that the daily curriculum supports the program philosophy.
- Provides leadership, training and support for program implementation of the Reggio Emilia approach to education.
- Supervises classroom management procedures appropriate to the age and diversity of the children including: creating the learning environment, teaching techniques and strategies, interactions among staff and children, discipline, use of materials and space, and the daily schedule.

Family and Community Involvement:
- Develops and supervises the procedures for interviewing prospective parents and for sharing information about the child development program.
- Establishes and supervises the parent orientation program which provides parents, both verbally and in writing, with an overview of the child development program components, the operating policies, procedures and practices, etc.
- Supervises the conducting of parent-teacher conferences and assures that the conferences are conducted at least twice year.
- Maintains the Parent Advisory Committee and assures that officers are elected annually and that regularly scheduled meetings are held.
- Develops and supervises the procedure for communicating with the community through a variety of means such as interpreting the program and goals to visitors, arranging for events sponsored by the program as a service to the community, and acting as a resource to the community, etc.

Support Services:
- Supervises staff members who are responsible for reviewing and updating the health history and physician reports for each child including immunizations verification.
- Develops and supervises the procedures for observing the daily health of the children upon arrival as well as keeping the staff members updated on the current health status of each child.
- Develops and supervises the procedure for referring families to community social service and health agencies and assures the documentation of referrals and follow up services.
- Assures that information contained in the child’s file is held in confidence and used only for purposes required by the child development program.
- Develops and supervises the safety program for the child development program which addresses the safety issues in the Center's environment.
- Supervises the planning and implementing of a sound nutritional program developed to meet the nutritional needs of the children according to State guidelines.
- Assures that the food program is culturally and developmentally appropriate for the ages of the children served.
- Develops and supervises the procedures for food purchasing, storing, preparation and serving processes, and record keeping of the food program.

Requirements:

Education: Must have a Master's degree from a four year college/university with major in Child Development or Early Childhood Education and a valid State of California Director Permit.

Experience: Five years experience as an administrator in an NAEYC and State Funded ECE program. Must possess the ability to teach University level courses in ECE.

Special Requirements: Must show proof of passing a pre-employment T.B. test, a physical examination. First Aid and CPR certification are required within 60 days of employment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Physical Requirements: Must be able to sit for extended periods of time and lift or carry up to 25 pounds. Must be able to hear a child calling for help. Must be able to see a child on the playground.

Knowledge/Abilities: Ability to motivate others and inspire their confidence and cooperation. Ability to easily establish rapport with and respect for children and their parents. Must demonstrate effective public speaking, writing, and management skills.

Review of applications/resumes will continue until October 2, 2019; however, the position may close when an adequate number of qualified applications are received. In order to be considered please submit a cover letter and resume to: uashr@cslanet.calstatela.edu.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%20Inc./HRM/employment_application.pdf