

# Plaza Community Services

4018 City Terrace Dr. Los Angeles, CA 90063

323-267-9749 | [www.plazacs.org](http://www.plazacs.org)

**Position:** Early Head Start-Child Care Partnership Program Director

**Reports to:** Executive Director

**Position:** Full-Time, Exempt Position

## **Job Description:**

The Early Head Start-Child Care Partnership (EHS-CCP) Program Director will provide leadership, oversight and management of the EHS-CCP program. The EHS-CCP Program Director is responsible for effective service delivery, contract compliance, intra- and inter-agency coordination, and evaluation of performance in accordance with Head Start Performance Standards, California State Department of Education Standards, California Child Care Licensing and other Local/State regulations. The EHS-CCP Program Director will be responsible for the direct supervision of EHS-CCP Staff and consultants. The EHS-CCP Program Director is responsible for ensuring the successful operation of the program which will include executing functions germane to the Early Head Start program and Plaza's State Funded child care.

## **Responsibilities include:**

- Will develop and maintain a strong partnership with the State Director of Child Care.
- Will be responsible for the maintenance of child enrollment records including but not limited to both EHS and State enrollments, administrative and any other files.
- Will work in concert with the Director of Operations and the Chief Financial Officer to plan and execute programmatic requirements and functions.
- Will work in concert with the Human Resources department to coordinate staff trainings and will follow protocol established by HR for counseling and discipline of employees.
- Will work in concert with the Human Resources department to provide employee data and associated information as required.
- Responsible for implementing the agency's new EHS-CCP grant.
- Works with Policy Council, the Early Head Start CCP Coordinators, the Executive Director and other Plaza Directors on program development, planning, integration, evaluation and continuous quality improvement.
- Ensures that governance policies are met monthly and provides training to the Policy Council and Governing Board members at least on an annual basis.
- Ensures the ongoing monitoring of Plaza's directly operated EHS CCP Center-Based Programs and all Child Care Partners to ensure compliance with the Head Start Performance Standards and all other applicable State and Local regulations.
- Ensures that all families enrolled in the program meet all requirements for eligibility in accordance with the standards established under EHS-CCP Information Memorandum and other applicable laws and regulations.
- Works with coordinators to ensure the development, implementation and quality of the mental health/disabilities, health, nutrition, family services and early childhood and education services in accordance with Head Start Performance Standards and other federal and state regulations.
- Works with coordinators to ensure that Center-Based Programs and all Child Care Partners fully implement Plaza's approved curricula.

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- Ensure implementation of activities that support School Readiness and Parent Family and Community Engagement (PFCE) Goals and Objectives.
- Develop and maintain successful relationships with community partners and work collaboratively as part of the Management Team.
- Provide direct supervision and leadership of EHS-CCP staff; including interviewing, hiring, training employees, planning, assigning, and directing work.
- Responsible for conducting employee performance appraisals, employee discipline, addressing complaints and resolving problems.
- Ensure staff follows established agency policies and procedures.
- Ongoing monitoring and quality assurance of FCCs and Centers.
- Plans and oversees completion of the annual program self-assessment and corrective actions if needed.
- Complete and submit all the required reports on a timely manner.
- Perform any other duties as needed to meet the requirements and needs of the EHS-CCP Grant
- Analyzes data and, in collaboration with the EHS CCP Coordinators, develop action plans to best respond to families and children needs.
- Ensures environmental health and safety standards are met by coordinating and actively participating on monthly site/facility inspections.
- Ensures that all timelines as set forth by the funding sources are met.
- Completes program reports and funding applications.
- Works with the Chief Financial Officer and other fiscal staff to ensure funding supports all program activities and requirements. In collaboration with Fiscal staff, including the Chief Financial Officer, completes and submits budget revisions when/as needed.
- Provide trainings for Site Supervisors, Coordinators, Teachers, Family Child Care Providers, Partners, and Families.
- Must be able to substitute for the coordinators as needed it.
- Assist with coaching and mentoring of staff and providers.
- Perform any other duties assigned.

## **EDUCATION & QUALIFICATIONS:**

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations will be made to enable differently abled individuals to perform essential job functions.

- Bachelor Degree required, Master Degree in Early Childhood Education, Administration or related social science field preferred.
- Three years minimum 5 years preferred of management experience and knowledge of Head Start/Early Head Start program operations.
- Excellent interpersonal skills, including the ability to work cooperatively as a team member.
- Ability to effectively and successfully interact with individuals from diverse socio-economic and cultural backgrounds.
- Ability to strategize and problem solve on the spot while maintaining compliance with regulations.

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- Excellent communication, leadership and organizational skills.
- Current certification in CPR and First Aid a plus.
- Ability to maintain confidential information.
- Ability to be an excellent representative of the agency to the community.
- Computer skill proficiency using Word, Excel, Software applications as well as the use of software programs required under the EHS-CCP program including, but not limited to, software programs required by the funder for proper administration of the EHS-CCP program.
- Ability to analyze report data, report on outcomes and effectuate program changes.
- Valid California Class "C" driver's license and proof of automobile insurance.
- Access to reliable transportation.
- Bilingual in English and Spanish preferred.
- Ability to be detail oriented to ensure accurate record keeping.
- Excellent written and communication skills.
- Demonstrated coaching, training and leadership skills.

All employees, regardless of position, serve as role models for children and families who are served by our agency.

## **ADDITIONAL REQUIREMENTS:**

The successful candidate will have the ability to perform the following functions with or without reasonable accommodations:

- Successful completion of pre-employment Physical exam and TB Clearance.
- Successful completion of background check including DOJ, FBI, CACI and National Sexual Abuse Registry.
- Adherence to the Confidentiality Agreement.
- Adherence to the Child Abuse Reporting Mandate.
- Duties are performed at one and/or multiple centers.
- May need to work a flexible schedule as work will be required during evening and weekend hours.
- Valid California Driver's license, good driving record (DMV check will be conducted); and proof of automobile insurance as driving a vehicle to attend parent meetings, home visits, and community meetings is required.
- While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms.
- Lift and/or move up to 45 pounds

How to Apply:

Please email a cover letter and resume to [resumes@plazacs.org](mailto:resumes@plazacs.org)

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled.*

Benefits offered include:

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Health medical insurance, dental and vision as well as Company paid life insurance.  
Vacation paid time off.  
Paid sick days.  
401(k) retirement plan.  
12 paid holidays.