

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

REGIONAL DIRECTOR

POSITION SUMMARY: The Regional Director supervises Center Directors and provides oversight, coaching, support and technical assistance to his/her Direct Reports and their teaching staff. The Regional Director helps ensure that programs are of high quality and operate according to best practices in early learning in compliance with DSS Community Care Licensing (Title 22) and in accordance with CDE EESD Title 5 regulations, funding terms, and conditions. The Regional Director must understand and support programs to meet Early Head Start and Head Start Performance Standards as applicable.

POSITION OVERVIEW:

- Employment Type: Full time/Exempt
- Salary:
- Location: Warm Springs Administrative Office and Center(s)
- Job Category: Administration and Education
- Reports to: Deputy Director- Early Learning
- Supervises: Center Directors

PRIMARY RESPONSIBILITIES:

- Promote and maintain program quality and educational integrity for enrolled children.
- Administer agency programs according to pertinent laws, guidelines, policies and contract conditions.
- Coordinate, implement and evaluate agency programs.
- Promote the agency and issues affecting children and families through community outreach and represent the agency at community functions.
- Establish and maintain a regular visitation schedule for sites.
- Coordinate parent education activities and other related events.
- Address parent and staff concerns in a timely and appropriate manner.
- Ensure sites are in compliance with Title V and Title XXII of the Education Code.
- Communicate expectations of agency to staff supervised and follow up to ensure understanding and compliance.
- Interview, hire and orient Center Directors with the approval of the Executive Director. Assist Center Directors to interview, hire, and orient Lead Caregivers with the approval of the ED.
- Directly supervise and evaluate Center Directors. Work with Center Directors to supervise and evaluate Master Teachers.
- Set up an annual training plan with the Director of Program Quality for Center Directors, Lead Caregivers, Caregivers, Teacher Aides, volunteers and interns and implement the plan.
- Motivate, monitor, and assist teaching staff in fulfillment of educational requirements.
- Conduct meetings with staff to facilitate communication and enhance the quality of the program.
- Monitor classroom expenditures to ensure that they are within budget for classroom supplies and equipment.
- All other duties as assigned by the Director of Education and Executive Director.
- Maintain confidentiality of children, families and staff.
- Work as a member of the agency team by promoting the mission and philosophy of Kidango.
- Participate in activities that further professional growth of staff and self.

POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor (BA/BS) degree preferably in early childhood education, social services, or other related field.
- AA degree in ECE required.
- Obtain a Program Director Permit issued by California Department of Education within 3 months of employment.
- Two years of work experience in a position with several of the duties outlined above.
- Two years of work experience supervising others.
- Strong communication skills, both verbal and written, in English.
- Ability to work independently and set own goals.
- Ability to work effectively with a diversity of parents, staff and community.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.