

Job Description

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

Family Childcare Home Education Network (FCCHEN) Program Director

POSITION SUMMARY: The FCCHEN Program Director has administrative and programmatic responsibility for the overall functioning of the Network.

POSITION OVERVIEW:

- Employment Type: Full Time/ Non-Exempt
- Salary:
- Location: San Jose/First Street Office
- Job Category: Early Learning
- Reports to: Chief Early Learning Officer
- Supervises: FCCHEN Program Manager (2.0) and the FCCHEN Education Specialist (1.0)

PRIMARY RESPONSIBILITIES:

- Develops, articulates and implements a vision for the FCCHEN Network that reflects best practices and embraces emerging practices in the field
- Provides oversight, guidance and leadership to the FCCHEN Administrative team, including the Program Manager, and the Education Specialist
- Ensures that the network is in compliance, with the funding terms and conditions and Title 5 requirements of the CFCC and CCTR contracts
- Promotes a continuous and interactive process between the providers and staff to create and sustain a strong community, that is empowering and responsive to provider feedback and needs
- Ensure that the FCCHEN works collaboratively and effectively with other departments at Kidango to ensure successful operations
- Builds and maintains supportive and effective professional relationships with staff, providers and families
- Ensures that regular communication and effective meetings and workshops are provided to Providers and families, that are meaningful and responsive to their needs
- Work with the Program Managers and the Chief Early Learning Office to complete the annual, required Program Self Evaluation to the CDE
- Ensure that each Program Manager and the Education Specialist have the work conditions (support, training, resources) to be able to do their job at a high level of performance
- Commitment to continuing ongoing quality improvement, including own professional development

POSITION QUALIFICATIONS/REQUIREMENTS:

- Child Development Program Director Permit
- 3 units administration or employee relations
- Minimum 2 years experience in Early Learning
- Minimum 2 years supervisory experience
- Minimum 1 year experience with a FCCHEN
- Knowledge of Title 5 regulations highly desirable
- Bilingual (English/Spanish) speaking, reading, and writing skills required
- Ability to work independently and on a flexible schedule which may include 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
<http://kidango.org/careers/opportunities.html>

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.