

Foundation For Early Childhood Education, Inc.

Agency Overview:

Foundation for Early Childhood Education, Inc. is a human service organization committed to promoting the growth and development of our children, families and staff. Dedicated to the development of self-esteem, self-sufficiency and empowerment, we provide an environment which fosters respect and understanding of all individuals and their cultural backgrounds. Foundation was funded in January 1966 to operate a Head Start program as well as a State Preschool program under the California State Department of Education located in various communities within the Los Angeles county area. Foundation is a delegate agency under the umbrella of the Los Angeles County Office of Education, which serves as the Grantee.

Job Description: ASSISTANT DIRECTOR OF EDUCATIONAL SERVICES

POSITION SUMMARY:

Under direction of Executive Director, Assistant Director of Educational Services serves as a senior operating officer as part of the management team in the corporation and oversees major operational and administrative units within the educational services division. Senior management team is responsible for carrying out the directives of the Board of Directors, ensuring ongoing compliance with agency funding sources and may also include other senior management team members for activities that require their involvement and input. The position is responsible for planning, and directing the activities of the division and each of the units: Education, Disabilities Specialties, and Mental Health to ensure a coordinated approach to services within the division and among all other divisions and units and for complying with the Collective Bargaining Agreement and agency policies and procedures including all federal, state, and local laws applicable to the functions of the division and the corporation.

ESSENTIAL JOB FUNCTIONS:

- A. Demonstrated proficiency or expertise in Head Start Performance Standards/State, Federal & local
- B. Understands low-income families, cultural differences, and group dynamics. Awareness and understanding of the communities being served, i.e., language, traditions, culture, and family dynamics.
- C. Facilitate the establishment of internal policies and procedures/written plans to ensure integrated services across all program and content areas.
- D. Represent the corporation in collaborative and community efforts to better serve low-income families, including local school districts, community mental health organizations and agencies serving families with children with disabilities.
- E. Work with appropriate committees of the board and/or Policy Committee to secure their involvement in and approval of appropriate Division-related activities.
- F. Maintains effective relationships and a collaborative effort between Educational services, Head Start, local school districts, and other community agencies to facilitate comprehensive program within key service areas.
- G. Implements agency's monitoring and oversight responsibilities to ensure completion of services, safe environments, feedback to staff, reporting to upper management and corrective actions where appropriate.
- H. Implements agency's staff review procedures, including designating training to increase staff competencies and compliance with Federal and State mandates.

- I. Demonstrated proficiency with applicable laws/regulations and management theories, including policy/procedure development and labor union activities, management of budget and contract negotiations.
- J. Maintain effective communication, leadership, coach/mentoring, and interpersonal skills.
- K. Reviews and analyzes programs, reports, records, and advises changes to agency accordingly.
- L. Develops effective training and communication programs for staff and community as applicable.
- M. Maintains program regulatory specific competencies in key service areas.
- N. Implements agency's monitoring and oversight responsibilities to ensure safe environments & conducts routine work site visits and completes daily classroom review forms per agency policy.

EDUCATION/TRAINING EXPERIENCE:

- Bachelor's degree from accredited college or university, Masters Degree preferred in the following discipline areas: Education, Child Development, Educational/Business Management, and Organizational Development/Leadership
- Minimum 7 years of progressive experience in a leadership/senior management role
- Minimum 5 years of experience with public programs or private agency or non-profit agency
- Minimum 5 years of experience in public speaking and public relations
- Minimum 5 years of experience with Union Labor Relations preferred
- Bilingual (Spanish) a plus

Foundation for Early Childhood Education Inc.
Excellence in Early Childhood Education and Human Services
We are committed to Diversity as an Equal Opportunity Employer.