**Foundation for Early Childhood Education, Inc.**
*A NON-PROFIT ORGANIZATION*
*HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS*
*Excellence in Early Childhood Education and Human Services*
3360 Flair Drive, Suite 100 • El Monte, CA 91731 • Tel: (626) 572-5107 • Fax: (626) 572-7663

# POST

# Employment Opportunity

**Posted Date: November 14, 2016**
**Deadline Date: December 1, 2016**

**Position Title:** **DIRECTOR II**
**Reports To:** **The Board of Directors**
**Department:** **Administration**
**Employment Status:** **Exempt**
**Compensation Range:** **$8,210 – $ 9,289 Monthly** PLUS BENEFITS

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

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## I. PROGRAM SUMMARY:

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development, with an emphasis on School Readiness.
The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

## II. SUMMARY OF DUTIES

This position is responsible for oversight of daily operations and the development of organizational goals to meet program needs. Works closely with the Board of Directors and Policy Committee and related stakeholders to articulate priorities, evaluate services and determine staffing and organizational structure. Formulates and presents budget plan in consultation with management, Board and Policy Committee. Establishes and maintains relationships with regulatory bodies, schools, legal and social services agencies, auditors, consultants, parents and other parties. Provides supervision to assigned managerial, professional, and administrative support staff. Evaluates organizational effectiveness and introduces and oversees the implementation of program standards, projects and policies leading to continuous improvement.

## III. QUALIFICATIONS and EXPERIENCE

Qualifications: Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Child Development, Business Administration, Education, or a related field is required. A Master's degree in a related field, and a Child Development Director's Permit is highly desirable.

Experience: Seven years of professional and program management experience associated with educational, social services, family development, and operational programs that are related to Head Start services, including at least two years of management and supervisory experience. Experience with budgeting development and analysis, and working with Unions highly desirable.

## IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

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| Eligibility to Work: | All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form. |
| Medical Examination: | Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray and proof of the following immunizations; Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR). |
| Fingerprint Clearances: | All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work. * |
| Other Special Requirement: | Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.<br><br>*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment. |

## V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

## VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr, Ste 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. Copy of Director's Permit
8. And any other pertinent documentation as deemed necessary