



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: April 25, 2019

Deadline Date: May 20, 2019

Position Title: PROGRAM MANAGER

Reports To: Director

Department: Administration: All Head Start/Early Head Start and CDE

Employment Status: Exempt

Compensation Range: \$5769.91-\$8152.73 monthly

Employee Benefits: Aflac, Dental, Life, Medical, Vision, Pension (Employer contributes 8.5% of your annual salary towards the pension plan), Holiday Pay, Vacation, Personal Necessity, and Paid Sick Leave.

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

Main Office: 3360 Flair Drive, Suite 100 El Monte, CA 91731

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, East Los Angeles, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.

II. SUMMARY OF DUTIES

The Program Manager is a member of the administrative team and is responsible for the implementation and oversight of comprehensive State and Federal funded Early Childhood Education services for children 0-5. The scope of the position includes lead responsibility for Early Head Start (EHS), education, disabilities, and mental health services for all ages, as well as coordination with all other content services. In collaboration with other administrative team members, the Program Manager will ensure service integration, coordination, and related administrative functions to achieve compliance with all applicable Federal, State, and local laws and regulations, and FECE's policies and procedures, including but not limited to: Head Start, Early Head Start, California State Preschool (SPS), Community Care Licensing, and Agency contracts as applicable.

III. **QUALIFICATIONS, EXPERIENCE & SKILLS**

Education: Bachelor's degree from an accredited college/university with a major in Early Childhood Education and/or Development, Behavioral Science (Psychology, Sociology, Social Work, Human Development, etc.) Health or related field.

- Master's Degree in a related field is preferred

Permit: Child Development Program Director Permit

Experience: Minimum of five years of professional, supervisory, and management experience in Head Start/Early Head Start

- Minimum three years' experience in teaching pre-school age children, and expertise in the theories and principals of child growth and development, early childhood education, and family support
- CLASS Reliable Observer, Trainer (Preferred)
- ECERS Rater
- Minimum three years' experience in implementing the Creative Curriculum, ASQ-3, ASQ-SE, DRDP-PS 2010
- Minimum three years' experience in Early Head Start
- Minimum two years' experience with ChildPlus

Knowledge, Skills, and Abilities:

- Ability to utilize data analysis for monitoring and identifying corrective actions.
- Ability to effectively manage time and be flexible to the demands of the position.
- Ability to maintain professional boundaries with other employees and with children and families.
- Ability to maintain confidentiality of all records and information that pertain to children, families, employees, agency, and its related interests.
- Competence in computer literacy, including Microsoft Office applications, Internet, email, ChildPlus, and other relevant programs.
- Effective communication skills, both verbal and in writing, with staff, clients, professional organizations, and community leaders.
- Knowledge of relevant federal, state and local laws, rules, and regulations, including those related to Head Start, EHS, California State Preschool, and Community Care Licensing.
- Knowledge and familiarity of the communities and populations served through FECE's programs.
- Interpersonal skills that support constructive and collaborative workplace relationships.
- Strong ability for critical thinking and analytical processing, problem solving, organization, group facilitation, and the ability to work well with others.
- Bilingual in English and Spanish, not required but preferred

IV. **SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

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. 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), Child Abuse Central Index, and Megan's law 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.

***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 be met 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 sit; 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. And any other pertinent documentation as deemed necessary