



COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY

131-A STONY CIRCLE, STE 300, SANTA ROSA, CA 95401 TEL: 707-544-3077 FAX: 707-544-2625
WEB SITE: WWW.SONOMA4CS.ORG EMAIL: INFO@SONOMA4CS.ORG

4Cs Now Hiring: Assistant Director of Center Programs

*Do you want to make a powerful difference in the lives of families in Sonoma County?
Do you have expertise in child development and early education?
Are you inspired by the mission of 4Cs?*

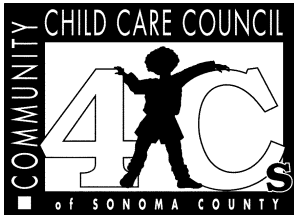
The Community Child Care Council (4Cs) is looking for an outstanding individual to work with the Director of Center Programs to support the successful management of all aspects of the Preschool Child Development Center Based Programs. In collaboration with the Director of Center Programs, The Assistant Director of Center Programs oversees department staff supervision and training, as well as program development, implementation, planning, and evaluation. Key to this position is the delivery of high quality preschool and child development to children served in the 4Cs centers, based on the guidelines and requirements of the California Department of Education, Early Learning and Care Division.

Primary Duties and Responsibilities

- With the Director of Center Programs, ensure compliance with all program regulations and funding terms and conditions, including audit/review regulations and guidelines.
- Assist the Director of Center Programs in coordinating and ensuring timely submission of department program reports to CA Early Learning and Care Division and other funders.
- In collaboration with the Director of Center Programs, develop department administrative materials, policies, and procedures in alignment with agency goals and policies.
- Maintain and update Center Parent Handbook and Site Supervisor Handbook.
- Support the supervision, planning, and implementation of a developmentally appropriate program to encourage individual children's growth and needs for success in Kindergarten.
- Act as a resource person for center staff in the areas of curriculum development, child assessments, staff development, and parent education.
- Ensure that ongoing and appropriate staff training and development are provided.
- Provide coaching, guidance, and support to Site Supervisors in the areas of staff performance, center management, and program outreach.
- Assist in the development and implementation of annual program self-evaluation and quality assurance monitoring.
- In conjunction with fellow leadership staff, develop and monitor annual department and program budgets.
- Collaboratively work with leadership staff and center programs to outreach for clients, develop center reputations, and educate the community about the importance of early care and education.
- Assist in the preparation, implementation, and evaluation of annual department goals and objectives with department staff.
- In conjunction with the Director of Center Programs, prepare monthly report on department activities and statistics for the agency Board of Directors.
- Provide and ensure excellent leadership in the department, including but not limited to, having a friendly and approachable tone of voice and body language, returning phone calls within twenty four hours of receipt of the call, and maintaining positive, respectful interactions with others.
- Serve on the 4Cs Management Team.
- Delegated authority in the absence of Director of Center Programs.

Skills and Qualifications

- Bachelor's degree in Early Childhood Education or related field.
- Child Development Center Program Director Permit or other acceptable alternative degree or experience.
- Minimum five years administrative and supervisory experience, including budget oversight.
- Knowledge of current trends in parenting, child care and child development (ERS, QRIS, DRDP, ASQ).
- Strong leadership and people skills with ability to hire, train, coach, and motivate staff.
- Excellent verbal and written communication skills, bilingual desired.
- Ability to work with persons from various social, cultural, economic, and educational backgrounds.



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- Effective writing skills, with experience creating proposals and reports.
 - Strong organizational skills and high level of attention to detail.
 - Demonstrated proficiency with computer technology, tablets, Microsoft Office Programs, internet, and data analysis.
 - Must meet all relevant funding and licensing requirements (CA CCL, Title 22, Title 5).
 - Health clearance by physician; ability to fulfill physical requirements of the job including: lifting up to 50 pounds; range of movement including squatting, bending, reaching, sitting and standing.
 - Criminal record clearance (Livescan).
 - Current certification in CPR and Pediatric First Aid. Training completed in preventative health practices, mandated reporter, and CCL child care center operations and record keeping orientation.
 - Proof of current Immunizations (MMR, Pertussis, Influenza). TB clearance.
 - Local travel required. Must have an insured automobile and a valid California Driver's License.

For more details, please visit our website: <http://sonoma4cs.org/about-us/career-opportunities/>