



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Early Care & Learning** Division! Go to our job board to apply:

[job board](#)

The Center Director job at a glance

General Summary

Under general supervision, the Center Director will manage, supervise, and monitor the daily operations of assigned CCRC Early Care and Learning Centers in accordance with Head Start performance standards, CSPP/CCTR requirements, state licensing regulations, OHS protocols, and CCRC policies and procedures.

This position is full-time and may require working a non-traditional work schedule such as early mornings, evenings, and weekends, as needed. This position may require travel between San Fernando Valley and Antelope Valley.

Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Within the team structure, provide quality preschool services for children enrolled in the ECL program which include the following responsibilities:

Supervision (70%)

- Directly supervise center staff planning, development, and implementation of the educational program, ensuring daily operations of the center are in compliance with all applicable regulations.

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- Hold regular team meetings at least once a month and 1:1 check in meetings with assigned staff in accordance with ECL policies to promote ongoing communication, identify areas where support is needed, and to address employee performance.
- Foster a culture of diversity, equity, inclusion, and belonging that supports staff wellness and engagement.
- Ensure assigned teaching staff meet required deadlines for program services for all children at assigned center.
- Mentor and train teachers to ensure an effective system for professional development is in place that includes but is not limited to; effective curriculum(s) implementation, using data to individualize, providing nurturing and responsive environments, developmental assessments, active supervision, policies and procedures, and recordkeeping.
- Ensure staff are accountable for assigned responsibilities by monitoring performance, quality, and workflow/deadlines.
- Identify training needs of center staff and provide training, support, evaluation and direction required for program effectiveness, comprehensive services, and professional development.
- Ensure center materials and furniture are sufficient, safe, and developmentally appropriate.
- Monitor and ensure the center indoor and outdoor environments are healthy and safe including office areas, classrooms, outdoor areas, and common areas for center staff and families.
- Develop, maintain, and implement the center services plan with comprehensive services staff that is developmentally appropriate and culturally sensitive , ensures effective teaching strategies, and effectively meets all Community Care Licensing and HSPPS regulations
- Develop a center plan and schedule to ensure state and federally mandated ratios are set in accordance to the CCRC policy and procedures and are maintained in classrooms at all times.
- Ensure center staff adhere to the Suspected Child Abuse Reporting policies, procedures and accurate documentation.
- Ensure the timeliness and completion of reporting of all Unusual Incidents, Ouch reports, or other time sensitive reports.

Center Administration (20%)

- In collaboration with the ECL comprehensive service area staff , the Center Director will supervise and oversee the implementation of a customized comprehensive service approach for the center, the classroom, and the individual child. The Center Director will document the annual center services plan.
- Support and maintain a system of confidentiality for record keeping, accurate documentation, and maintenance of individual records and reports related to all service areas of CCRC Early Care & Learning.
- Utilizing established tools, monitors and reports based on the ECL policy manual requirements including but not limited to; center operations components, child developmental assessments, teacher child interaction/environmental tools, and professional development.
- Ensures that the program's Transition Plan for children and families is implemented.
- Implements the Federal Performance Standards for Children with Disabilities in the Head Start Program with assistance and input from Inclusion Specialist.
- As a member of the Multi-Disciplinary Team, oversees the implementation of each child's Individual Education Plan (IEP)/Individual, Family Service Plan (IFSP) and participates in case conferencing, as needed.
- Read, analyze, and interpret data from DRDP's to create child and center specific goals.
- Maintain and monitor facility file and documents on site in accordance to CCL requirements.
- Work closely with comprehensive services management to align the center's goals and objectives with broader division strategies.
- Provide regular updates, reports, and recommendations to support decision-making and continuous improvement efforts to support high quality services to children and families.
- Responsible for tracking and monitoring center_budget, inventory, expenditures, and cost control.

Staff and Family Development Partnerships (10%)

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- Develop and maintain well-defined lines of communication and professional boundaries with staff and caregivers.
- Cultivate positive relationships with parents and families.
- Respectively respond promptly to caregiver concerns involving teachers, administrators, families or external support personnel as needed.
- Encourage caregiver involvement through conferences, classroom activities, planning.
- Plan, schedule, attend and participate in caregiver meetings, Center meetings, case conferences, in-service trainings, orientations, workshops, home visits, field trips, and seminars.
- Collaborate with the Family Advocate to plan, coordinate, and conduct monthly Parent Committee Meetings.

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Provide caregiver involvement activities through use of conferences, encouraging involvement in the classroom, participation in caregiver meetings, and ensuring the caregiver calendar is accessible to all caregivers.
- As needed, conduct CLASS/ITERS/ECERS/Curriculum Fidelity observations and debrief with classroom staff.
- Perform other duties as assigned.

Job Specifications

Minimum Required

- **Education:** Bachelors' Degree in Early Childhood Education/ Child Development, or a related field including a minimum of:
 - 24 semester units in Early Childhood Education or Child Development
 - 3 units in Infant/Toddlers Development
- **Experience:** 3 years direct Supervisor experience working in an early education setting required.
- **Professional/Technical Certifications:**
 - Must have a current Child Development Site Supervisor Permit or above based on the [California Teacher Credential \(CTC\) Matrix](#).
 - Must hold and maintain a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 3 months of hire.
- **Technical Requirements:**
 - Must have intermediate Technology skills specifically using Zoom, Outlook, and Microsoft Suite, as well as the ability to learn additional platforms related to the program.
 - Advanced knowledge of developmentally appropriate and culturally sensitive practices, effective teaching strategies, and Community Care Licensing.
- **Behavioral:**
 - Ability to proactively observe, assess, problem solve, and act to develop and implement solutions responding to the needs of children, families, and staff.
 - Ability to respond appropriately to an emergency or a crisis situation.
 - Ability to maintain all assigned workflow and a high level of customer satisfaction in a fast paced working environment.
 - Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors, families, and the community to work as part of a team, and collaborate with colleagues.
 - Ability to supervise pre-school children and ensure a safe environment including the ability to monitor and respond to events going on at all times in the classroom, outdoor play areas and on field trips.

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- Uphold the values and principles of the organization.
- Show ability to have flexibility, maturity of judgment, and ability to work collegially.
- Effective communication, working collaboratively with adults and children, able to demonstrate a supportive attitude to families.
- Cooperative work, effective Organization skills and Customer Service; collaborative team work, accurate work product, strong problem solving skills, effective critical thinking, ability to make independent decisions/judgement, work comfortably in at risk environments.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 20% of travel. Travel will involve attending meetings, trainings, CCRC sponsored events and conferences locally a few times a month. Some overnight travel may be required. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.
- **Work Schedule:**
 - Full time 40 hours a week
 - Hours may vary according to the needs of center, families, and staff.
 - Ability to work a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work Environment:** The Head Start Centers include Early Learning classrooms for children ages birth to 5, outside playgrounds and structures, and may include regular office space and/or storage areas at larger centers.
- **Background & Health Clearance Requirements: Head Start/CCP**
 - **Background check required.** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - **MVR / DMV clearance in accordance with CCRC's liability insurance provisions:** For positions where driving is required.
 - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Preferred

All minimum requirements above met, plus:

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- **Experience:**
 - Head Start program experience.
 - Experience working with infants and toddlers.
 - 1 year of experience working with developmentally disabled/delayed or behaviorally challenged children including supporting Individualized Education Plans (IEP) and/or Individualized Family Service Plans (IFSP) using social-emotional curriculum and inclusion methods.
- **Technical Skills:**
 - Advanced Technology skills specifically using Zoom, Outlook, and Microsoft Suite, as well as the ability to learn additional platforms related to the program.
- **Bilingual preferred:** Ability to converse, write and/or translate in English and Armenian / Spanish

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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