



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 **Head Start** 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 the CCRC Head Start educational program at assigned Center(s), in accordance with Head Start performance standards, CSPP requirements, state licensing regulations, OHS protocols, and CCRC policies and procedures.

The Center Director works a full time, 40+ hours per week schedule which may require working early mornings, evenings, and/or weekends as needed.

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:

Essential Duties And Responsibilities

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

Supervision Responsibilities (80%)

- Plan, develop, and implement education program, ensuring daily operations of the center from opening to closing and organizing, scheduling, and planning for all center staff meetings.

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- Adhere to and ensure staff meet required deadlines for program services for all children at assigned center.
- Directly supervise and assess staff assigned to the center. Provide leadership by example through guidance of staff in the vision and principles of CCRC Head Start, respect of individuals and community, and exhibiting qualities and skills of a leader.
- Mentor and train all staff in designated curriculum(s), policies and procedures, documentation, and how to review children's files. Provide guidance in a supportive, instructive and non-judgmental way to enhance Teachers skills including observations of children's activities and experiences as part of the ongoing assessment process and how Teachers use this information to individualize instruction for each child.
- Ensure that employees are accountable for assigned responsibilities by monitoring performance, quality, and workflow/deadlines. If an employee is not meeting expectations, work with Early Learning supervisor and, as necessary, Human Resources, on an action plan to coach and or discipline the employee in a timely manner and follow up to monitor performance.
- Develop and conduct on-going in-service training to center staff, colleagues, and support staff as needed.
- Ensure healthy and safe conditions of the center environment including office areas, classrooms, outdoor areas, and common areas for center staff and families.
- Development, maintain, and implement knowledge of developmentally appropriate and culturally sensitive practices, effective teaching strategies, Community Care Licensing and DCFS regulations
- Ensure State mandated ratios are maintained in classrooms at all times which may require reassigning teaching staff or children, using floaters, or as a last resort stepping in as a teacher for ratio and for providing meal and rest break coverage as needed.
- Ensure adherence to suspected Child Abuse Reporting policies, procedures and documentation by all center staff.
- Ensure the timely and complete reporting of all Unusual Incidents, Ouch reports, or other time sensitive reports.
- Participate in recruitment including prescreen and/or interviewing applicants for center positions to ensure candidates meet qualifications and making hiring recommendations per agency policies and with approval from policy council and effectively communicating with Human Resources.

Staff and Family Development Partnerships (10%)

- Develop and maintain well-defined lines of communication and professional boundaries with staff and parents.
- Supervise and oversee implementation of comprehensive services from teachers and Family Advocates.
- Respond promptly and appropriately to parent concerns, involving teachers, administrator, families or external support personnel as needed.
- Encourage parental involvement through conferences, classroom activities, planning.
- Plan, schedule, attend and participate in parent meetings, Center meetings, case conferences, in-service trainings, orientations, workshops, home visits, field trips, and seminars.

Administrative/Record Keeping (10%)

- 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 Head Start. Read, analyze, and interpret data from the DRDP-2015 to create child and center specific goals.
- Submit monthly reports on Center's activities, expenditures, and needs ensuring that reports required by the agency and funding source are accurate and timely.
- Maintain a system of confidentiality for all data, records, and information regarding Head Start families at all times.
Maintain facility file and documents on site in accordance to CCL requirements.

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:

- Knowledge and ability to utilize Head Start performance standards, amendments, Community Care Licensing, Title 22 regulations, Title 5, developmentally appropriate practices, effective teaching strategies, and diversity application.
- Provide parental involvement activities through use of conferences, encouraging involvement in the classroom, participation in parent meetings, and ensuring the parent calendar is accessible to all parents.
- Conduct CLASS observations and debrief with classroom staff.
- Conduct ITERS/ECERS observations and debrief with classroom staff
- Provide direction for assigned team facilities member at Center(s).
- 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
- **Experience:** Three years direct Supervisor experience working in an early education setting required.
- **Professional/Technical Certifications:**
 - Eligible or possess a Site Supervisor Permit or above based on the [California Teacher Credential \(CTC\) Matrix](#) upon hire or apply within 60 days of hire.
 - Hold and maintain a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 30 days 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, Community Care Licensing and DCFS regulations.
- **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.

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- 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.
- 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.
- **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. May use CCRC company vehicles, when available or personal vehicle and will be subject to Driver Management Policy requirements (i.e., valid California Driver's License, automobile insurance and a clean driving record required).
- **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 Center includes 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** Criminal Records (e.g. Live Scan Fingerprinting), Child Abuse Index Check, Sexual Offender Registry, Health, Tuberculosis (TB) test and Immunization clearances required

Preferred

All minimum requirements above met, plus:

- **Education:** 3 units infant toddler development
- **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 Requirements:**
 - 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"/>
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"/>

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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
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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