



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

Job Title:	Center Director I / II
Position Type:	Regular, full-time, non-exempt level
Department:	Fresno Head Start
Salary Schedule:	Range 21.0 (\$18.14 – 22.11 hourly) / Range 22.0 (\$19.06 – 23.23 hourly)
Position Summary:	<p>Under the immediate supervisor’s direction, Center Director I / Center Director II is involved in all areas of center operation and is responsible of the assigned child care facility.</p> <p>Center Director I, under the supervision and guidance of the immediate supervisor, plans and implements a comprehensive program for children ages 0-5 years. Capacity of center ranges from 20-50 children. Center Director I may be required to teach one class of children, where applicable.</p> <p>Center Director II, under the supervision and guidance of the immediate supervisor, plans and implements a comprehensive program for children ages 0-5 years. Capacity of center is 40-plus children, inclusive of infants/toddlers. (Note: any center providing multi-age range (0-5) positions is classified as Center Director II.)</p>

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor’s Degree
 - with 12 units of Early Childhood Education (ECE) / Child Development (CD)
 - 3 units supervised field experience in ECE setting; **or**
 - Teaching, Administrative or Administrative Services credential with 12 units of ECE
 - 3 units supervised field experience in ECE setting; **or**
 - CCTC-approved training;

OR

- Associate's Degree
 - with 24 units of ECE / CD, including core courses
 - 6 units in administration
 - 2 units in adult supervision
- AND**
- Must complete 105 hours of professional growth every five years.
- Must complete 15 hours of Health and Safety Training.
- Must complete a minimum of 15 hours of Professional Development annually (to include 6 hours of working with special needs children and 6 hours working with dual language learners).

LICENSES / CERTIFICATES / PERMITS:

- Must have a current and valid Site Supervisor Permit.
- Obtains Pediatric First Aid and CPR certification within 12 months of hire, and possess the certification annually.
- Obtain ServSafe certification within 12 months of hire and update prior to expiration.

ABILITY TO:

- Read, write, and speak Spanish is preferred.
- Plan and develop with parents an individualized program for the family, including establishing a caring professional relationship and a climate of mutual trust and respect for the parents.
- Work with parents to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn, and planning and conducting child education activities with the parents who meet the child's intellectual, physical, emotional, and social needs.
- Assist parents in strengthening the families' knowledge of health and nutrition, including integrating health and nutrition education into the program, coordinating with other staff and parents regarding health screenings for family members, and providing information and referrals, if necessary.
- Assist parents to strengthen their knowledge of community resources and support parents in problem solving.
- Be aware of and sensitive to cultural issues, and work effectively with all socioeconomic and cultural backgrounds.

KNOWLEDGE OF:

- Knowledge of and experience in child development and early childhood education.
- Principles of child health, safety, and nutrition.
- Adult learning principles and family dynamics.
- Community resources and skills to link families with appropriate agencies and services.
- Skills in communication and motivation of people.
- Experience in human service setting, including working with diverse populations.
- Interpersonal and communication skills.

- Principles of supervision, training, and performance evaluation.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer