

Early Childhood Program Manager

POSITION OVERVIEW

Coordinates the implementation of Education Services, Policies and Procedures. Maintains best practices and effective service delivery to children at multiple locations in Orange and Riverside Counties.

Reports To: Senior Director of Programs

Supervises: Enrollment Coordinator, Directors, Assistant Directors and Leads as Assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supports the implementation of TRF's Education Services and Systems, ensuring a comprehensive and integrated approach that meets CDE, CDSS and CACFP Program Policies and Procedures.

- Provide oversight, direction and supervision of site teams, including monitoring, staffing, performance evaluation, problem-solving and corrective actions of staff
- Ensure that facilities, including buildings and grounds are monitored and maintained for safety.
- Promote best practices based on Title 22, Title V, CDE, CDSS, State Licensing and Agency Policies.
- Oversight of Enrollment, Recruitment, Marketing of Child and Family Enrollment
- Assist in the maintenance of record keeping and reporting, schedules, policies and procedures.
- Conduct on-going monitoring, tracking, follow-up and analysis of child developmental outcomes.
- Provide constructive feedback and on-going support to Site Directors and Education staff.
- Coordinate and provide training and guidance to staff, parents and the community on a variety of pertinent topics in the areas of education and child development.
- Communicate with staff, parents and directors to ensure quality services for children.
- Train, Mentor and Coach Education staff and provide regular support as needed.
- Conduct CLASS and ERS at Sites.
- Ensure DRDP, Observations and Assessments are completed according to State Requirements.
- Review File Samples, including Case Notes and Enrollment Compliance on a scheduled basis.
- Coordinate CMR Data for Annual Reviews
- Oversee the data collection of CACFP Meal Program

QUALIFICATIONS/KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to complete daily, weekly, monthly and quarterly tasks utilizing independent thinking skills.
- Ability to read, analyze and interpret technical procedures and government regulations.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies and families both individually and in group settings.
- Knowledge of software programs such as MS Office Suite and ECE Data Reporting Platforms.

APPLY
ONLINE:



General Facilities and Maintenance Technician

EDUCATION/CERTIFICATIONS:

Bachelor's Degree in Early Childhood Education or Behavioral Sciences with an AA Degree in ECE. Master's Degree is a plus, Bilingual is a Plus. Possess CTC Program Directors Permit.

Minimum of Five years of progressive management experience and direct experience working with ASQ, CLASS, DRDP and Environmental Rating Scales (ITERS, ECERS, SACERS). Experience supervising Educators working with Children age ranges from Birth-13 Years in a State and/or Federal Subsidized ECE Programs.

ADDITIONAL REQUIREMENTS:

Complete a physical examination (LIC 503), and provide proof of immunization for the following: influenza, Tdap, MMR, and a Current TB test

Submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.

Complete Child Abuse Mandated Reporter (AB1207)

Criminal Record Clearance (DOJ/FBI/CACI)m Birth-13 Years in a State and/or Federal Subsidized ECE Programs.

COMPENSATION

\$70,000-\$78,000 Annually

Includes 100% Employer Paid Dental, Vision and Medical Benefits, Travel and Training.

APPLY
ONLINE:

