



## **JOB ANNOUNCEMENT**

### **Associate Program Director**

#### **Required Education and Experience:**

- BA in Child Development or Early Childhood Education
- Minimum 2 years Supervisory Experience in a child development setting
- Current Program Director Permit from the California Commission on Teacher Credentialing
- Computer skills in MS Word and Excel
- CA Driver's License daily use of automobile and automobile liability insurance
- Fingerprint, Child Abuse Index, TB and Health Clearances.

#### **Required Knowledge and Abilities:**

- Knowledge of child development principles and young children.
- Ability to assign, monitor, and review the work of others.
- Ability to maintain effective working relationships with children, parents and staff.
- Ability to communicate effectively in both verbal and written communications. Command of Spanish is desired.

#### **Responsible for:**

- Conducting community outreach and marketing activities
- Conducting all activities related to website and social media site updating
- Promoting full enrollment and participate in recruitment of children and families
- Hiring, supervising and evaluating eligibility staff.
- Maintaining appropriate staffing to ensure compliance with program requirements.
- Conducting and documenting all required site visits
- Participating in the development of Program Improvement Plans
- Creating and filing reports to funding agencies
- Assisting in the training of Center staff
- Other responsibilities as assigned

Works under the direction of the Executive Director and Program Director

#### **Compensation:**

Starting Salary \$60,840. per year. Full-time, permanent, exempt position. Benefit package includes health, dental, and life insurance. 403(b), vision, and AFLAC available.

#### **Selection Process:**

Please visit our website <http://www.cdcla.org> for an employment application. Required documents include CDCLA application, resume, copy of Child Development Program Director Permit

Fax: 213-244-1249  
Email: [jobs@cdcla.org](mailto:jobs@cdcla.org)  
<http://www.cdcla.org>

***Making a difference in  
the lives of children and  
their families***