



<b>JOB TITLE:</b>	Center Director	<b>STATUS:</b>	Full Time / Regular / 45 weeks
		<b>FLSA Status:</b>	Exempt
<b>PROGRAM:</b>	Child Development Island Club	<b>EEOC Job Category:</b> 1.2	First/Mid Officer & Managers
<b>SALARY RANGE:</b>	Dependent on qualifications		
<b>OPEN</b>	Position opens on 8/22/14. Open until filled. Apply immediately.		

**About MAAC**

MAAC has recently emerged from a period of significant growth in its programs, budget and staff. MAAC now has an annual budget in excess of \$43 million and has approximately 500 full time employees.

MAAC's President/CEO, Arnulfo Manriquez, is committed to developing a cohesive management team that will not only further embrace the value of MAAC as a single entity, but a team that will continuously build upon its current strengths to bring greater excellence to MAAC. One of his key initiatives is to enable the organization to integrate all of its practices, programs and systems into a strong, comprehensive structure that will serve to support MAAC's mission, goals and objectives. MAAC is on the road to creating a culture of excellence. We hope you will consider applying for a position with MAAC to join us on our journey.

MAAC is a multi-purpose social service agency with a successful history of serving various communities throughout San Diego County. In 1965, MAAC opened its doors to serve San Diego's disadvantaged and now has centers strategically located as far south as San Ysidro and as far north as Camp Pendleton. One million clients later, MAAC is still acting as a catalyst to help individuals and families become self-sufficient. Serving approximately 35,000 individuals per year, MAAC provides a spectrum of unique programs designed to assist clients by engaging them in the enhancement of their own lives through lifestyle changes.

MAAC's programs strive to improve clients' economic standing as well as their ability to access resources available to them. Included among the many programs and services now offered are Head Start/Early Head Start/State Preschool/QPI and other related early childhood development programs, two culturally specific recovery homes: Casa De Milagros and Nosotros, award-winning affordable housing complexes, community and workforce development programs, and a community charter school. MAAC's commitment to environmental sustainability carries the non-profit into the future with its low-income home weatherization program. For more information, visit [www.maacproject.org](http://www.maacproject.org).

**DEPARTMENT/PROGRAM DESCRIPTION**

MAAC's Child Development Program Head Start, Early Head Start and State Preschool programs, deliver the national school readiness program to special needs and economically disadvantaged children and their families. Our highly individualized programs integrate a developmentally-appropriate curriculum reflecting the diverse ethnic, cultural and linguistic backgrounds of participating families. Currently, MAAC Head Start serves over 2,000 economically disadvantaged children and their families throughout north San Diego County in the communities of Oceanside, Vista, San Marcos, Escondido and Carlsbad. Our comprehensive federally funded school-readiness programs that promote parents as the primary educator of the child. MAAC currently serves a diverse group of low-income children and their families in North County; the majority of the participating families are of Latino/Hispanic ethnicity. These programs ensure that children ages 0-3 (EHS) and 3-5 (HS) and their families are provided with comprehensive services to promote optimum physical, cognitive, social and emotional growth. MAAC's California State Preschool program provides educational and developmental services to qualifying children ages 3 to 5; parents are encouraged to participate with their children and to be involved in their children's development.

**DEFINITION**

Under direction, plans, develops, implements and supervises program operations for an assigned Head Start or Early Head Start (EHS) center(s); monitors and ensures center operations are in conformance with MAAC

## **JOB ANNOUNCEMENT**

policies and procedures, licensing regulations, Health and Safety Standards and service area plans. Participates in implementation of age appropriate curriculum and ongoing monitoring of children's cognitive and physical development. Monitors and ensures recruitment and enrollment activities, family development plans and parent participation and overall parent satisfaction. Coordinates and participates in activities of parent committees; compiles and submits site reports; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Child Development Program Center Directors are responsible for planning, implementing and providing day-to-day supervision of the educational programs and operations of an assigned Head Start/EHS center, typically with two or more classrooms/program options. Incumbents are accountable for providing children with a safe, nurturing, engaging and secure learning environment that gives them the awareness, skills and confidence to succeed in their present environment and in later school life. Incumbents are also responsible for ensuring delivery of Head Start and community support services to families and for compliance with all applicable policies, procedures, service area plans and state licensing requirements, including those applicable to health, safety and fire regulations. Center Directors are also accountable for the timely completion of all center reporting and the preparation and maintenance of up-to-date children's files. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, supervises and evaluates the programs and activities of an assigned Head Start/EHS center; works with assigned teaching and family service staff and develops, implements and monitors service area and center work plans to achieve assigned goals, objectives and educational outcomes; contributes to development of and monitoring of performance against the available resources; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve MAAC and Head Start goals, objectives and performance measures consistent with division quality and service expectations.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with MAAC's human resources policies and procedures, applicable Head Start regulations and labor contract provisions.
- Provides day-to-day leadership and works with staff to ensure a high performance, child- and family-centered environment which supports achieving Head Start educational objectives and family service expectations; provides leadership and participates in programs and activities that promote effective parent involvement and a positive employee relations environment.
- Supervises and oversees the day-to-day operations of assigned centers and program options; ensures centers are properly staffed in conformance with licensing requirements and adjusts staffing as required; responds to telephone calls and parent visits regarding a wide variety of child and family issues; communicates center activities and program master calendar to staff and parents; ensures cooperative working relationships between staff, parents, volunteers, community partners, specialists and consultants; supervises meal service to children; proactively addresses potential parent and/or community concerns and responds to formal parent complaints; resolves food service and transportation issues and special needs with applicable managers.
- Inspects and monitors center operations to ensure compliance with Head Start Performance Standards, state licensing requirements and health, safety and fire regulations; adjusts staffing to ensure conformance to applicable licensing requirements; performs mandated inspections of classroom and playground facilities and takes necessary corrective action to ensure that housekeeping/cleanliness standards and permit/license requirements are met.
- Oversees and participates in implementation of daily lesson plans and activities, ensuring they are age appropriate, individualized and culturally sensitive; observes teachers in the classroom and provides feedback; mentors and coaches staff in planning appropriate curriculum and activities; provides technical and problem solving assistance to teachers and other staff; trains staff on curriculum changes and DRDB+ procedures; monitors to ensure timely completion of child observations and assessments; ensures Individual Education Plans have been developed and are being implemented, including those for special needs

## **JOB ANNOUNCEMENT**

children; meets with parents to discuss children's development and behavioral issues; refers children for health, mental health, child development and other special assessments and/or services; takes appropriate action to deal with child or family emergency situations.

- Promotes parent involvement in center activities; serves as advisor and coordinates and facilitates monthly parent committee meetings; plans and conducts parent education/training meetings; oversees the activities of assigned parent trainees; maintains records for Parent Committee funds.
- Ensures the maintenance of up-to-date, accurate center and children's files; reviews daily and monthly teacher reports; compiles and submits end-of-the-month reporting for each assigned program option, including site status, classroom status, meal count, volunteer time, in-kind donation, transportation, field trip and other reports required by funding agencies.
- Fills in for other center staff as required; substitutes in the classroom; portions and prepares children's meals; serves as bus aide when required; participates with other staff on field trips.

### **OTHER DUTIES**

---

- Attends management, staff and program planning meetings; participates in mandatory training sessions.
- Builds community relationships; participates in recruitment and enrollment activities as required.
- Maintains an inventory and orders materials and supplies for center operations.
- Conducts home visits as required to address special children and/or family situations and needs.
- Performs a variety of summer recess activities, including participating in the redesign of center forms, updating policies and procedures and service area plans and development of staff training plans and activities.

### **QUALIFICATIONS AND SKILLS**

---

#### **Knowledge of:**

- Principles and methods of instruction, care and supervision of infants, toddlers and pre-school children.
- Concepts of child development and child behavior patterns of infants, toddlers and pre-school children.
- MAAC policies and procedures, Head Start Performance Standards and relevant federal, state and local regulations applicable to the operations of a Head Start/EHS center.
- Health and safety regulations and requirements for maintaining Head Start/EHS centers and grounds in a safe, clean and orderly condition.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- MAAC administrative procedures and forms applicable to the operations of a Head Start/EHS center.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Computer hardware and standard business software.
- Principles and practices of effective supervision.
- MAAC human resources policies and procedures, applicable Head Start regulations and labor contract provisions.

#### **Ability to:**

- Plan, organize, and develop work schedules; supervise, monitor and evaluate the activities of an assigned Head Start/EHS center to ensure Performance Standards are met and compliance with all applicable regulations is maintained at all times.
- Develop and implement developmentally appropriate curriculum, lesson plans and instructional strategies to meet the needs of infants, toddlers and preschool-aged children.
- Create and maintain a safe learning environment.
- Observe and document child development, behavior and health.
- Operate a computer using standard business software.
- Prepare clear, concise and comprehensive documentation, reports and other written materials.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, orally and in writing.
- Maintain sensitive and confidential information.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain effective working relationships with center staff, parents, children, other division managers, the community and others encountered in the course of work.

### **VALUE-BASED BEHAVIORS**

---

## **JOB ANNOUNCEMENT**

- Listens attentively to others; asks clarifying questions to gain a better understanding of the other person's views and underlying assumptions
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers
- Identifies and takes advantage of opportunities for personal and professional development
- Attends work consistently and punctually arrives to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines
- Honors the private and confidential matters of co-workers. Protects the proprietary information of MAAC systems
- Follows rules, regulations, and policies; positively contributes to implementing changes
- Deals with issues directly, in a respectful and timely manner. Focuses on resolving the issue while not criticizing the person

## **EDUCATION/EXPERIENCE/CERTIFICATION**

---

A typical way of demonstrating the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a BA/BS with a major in early childhood education, child development or a closely related field which includes 15 semester units in child development [12 CORE units], 3 units in administration or staff relations and six (6) units of Infant/Toddler; and at least four years of progressively responsible teaching experience in a Head Start or child development program, at least one of which was in a lead or supervisory capacity; or an equivalent combination of training and experience.

A child care center director shall complete 15 hours of health and safety training if necessary pursuant to Health and Safety Code Section 1596.866 of Title 22 which provides: (a) In addition to any other required training, at least one director or teacher at each day care center...shall have at least 15 hours of training on preventive health practices.

- BA/BS in Child Development or a related field including six (6) units of Infant/Toddler
- A valid State of California Child Development Permit at the Site Supervisor or Program Director level is required.

## **HEALTH STATUS**

---

Must have a physical examination and TB clearance as required by state and federal regulations, and a drug screen by a doctor/clinic designated by MAAC prior to the first day of employment.

## **PHYSICAL AND MENTAL DEMANDS**

---

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit, talk or hear both in person and by telephone; uses hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with MAAC management, department managers and staff, Parent Policy Council, parents, community and business leaders, local elected officials, representatives of funding agencies, the media, the public and others encountered in the course of work, some of whom may be dissatisfied or upset.

## **BACKGROUND CLEARANCE**

---

## JOB ANNOUNCEMENT

All positions are subject to a background/education check, DMV check, NSOR, exclusion and debarment checks prior to hire and periodically throughout employment as required by various funding sources.

Note: California Start law requires background criminal checks on anyone who works in a licensed childcare facility who is not a client. Must have or obtain a current criminal background check clearance, signed criminal record statement, and signed Acknowledgement to Report Child Abuse form prior to the first day of employment.

### TRANSPORTATION

---

Must have and maintain a valid California Driver's License, daily use of a personal, insured vehicle, and have and maintain a motor vehicle driving record acceptable to MAAC's insurance carrier. Incumbents will be enrolled in the California DMV Pull Program.

### HOW TO APPLY

---

Please download an application from the employment section of our website, [www.maacproject.org](http://www.maacproject.org), and send the completed application with your resume and transcripts via email to MAACHRrecruiter@maacproject.org. You may also fax your documentation to (760) 471-3753.

**Disclosure:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

In compliance with The Immigration Reform and Control Act of 1986 (IRCA), new employees are required to prove that they are legally entitled to work in the United States and must provide documents that establish both identity and employment eligibility as required for completion of the Employment Eligibility Verification form (Form I-9).

MAAC is a smoke and drug free workplace.

MAAC is an Equal Opportunity Employer (Minorities/Females/Disabled/Veterans).

MAAC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. MAAC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

MAAC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

An applicant or an employee may request a reasonable accommodation at any time, verbally or in writing. A reasonable accommodation request can be made by contacting the Human Resources Department at (619) 426-3595 or by sending an email to MAACHRrecruiter@maacproject.org.

MAAC Human Resources  
1355 Third Avenue, Chula Vista, CA 91911  
(619) 426-3595 • HR Fax (619) 426-3443  
800 W Los Vallecitos Blvd, Suite J, San Marcos, CA 92069  
(760) 471-4210 • HR Fax (760) 471-3753