

Fresno State Programs for Children

PROGRAM DIRECTOR – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #17-855

POSITION SUMMARY:	<p>Full-time benefited position for the Fresno State Programs for Children. Direct and coordinate the educational, administrative, and operational activities of a child development center serving the children of university students, alumni, and the community. Hire, train, supervise and evaluate program management and support staff. Administer California Department of Education and federal Child Care Food Program grants. Implement and coordinate ongoing development efforts to generate funds from external sources. Oversee recordkeeping, enrollment management, and the repair and maintenance of equipment and physical facilities. Collaborate with faculty liaisons from the Jordan College of Agricultural Sciences and Technology (JCAST) and the Kremen School of Education and Human Development (KSOEHD) to coordinate and integrate child development/early childhood programs and services.</p> <p>Coordinate and integrate child development/early childhood programs and services with the Jordan College of Agricultural Sciences and Technology (JCAST) and Kremen School of Education and Human Development (KSOEHD).</p> <p>This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Program Director will be responsible for the following duties and responsibilities, up to and including:</p> <ul style="list-style-type: none"> • Oversee the design, promotion, delivery and quality of programs, services, and activities provided by Fresno State Programs for Children, Inc. Ensure that programs, facilities and activities conform to campus, state, local and CSU regulations, as well as the mission of Programs for Children, Inc. • Responsible for assuring compliance with applicable State, welfare, and education department codes and those regulations adopted and administered under Titles V and 22 of the California Code of Regulations. Responsible for ensuring the program meets California Department of Education (CDE) reporting requirements. • Provide leadership and guidance in working with the Assistant Director for the daily operation of both the Early Education Center (Huggins Center) and Campus Children's Center. Ensure that educational programs and operations are being executed in accordance with applicable regulations and the Center's policies. • Collaborate with faculty liaisons to coordinate and integrate child development/early childhood programs and services on curriculum, pedagogy and professional development into the Center's curriculum and best practices; Ensure Faculty liaisons are also effectively collaborating with the Center's teachers in these respective areas. • Recruit, hire, train, and evaluate program coordinators and head teachers. Conduct all staff orientation and training sessions to ensure proper training on all aspects of their responsibilities. Conduct regular staff meetings during the academic year and when otherwise determined. Provide expertise in areas of program development, strategic planning, problem-solving, group leadership, and conflict resolution. Provide resources for professional training opportunities for all staff. Serve as back up site supervisor when needed.

- Provide leadership, guidance and problem solving ideas to ensure enrollment records are accurate and complete, proper attendance reports are completed and submitted in a timely manner and the program is operating as efficient and effective as possible within the established budget.
- Evaluate demand for child care services provided, create strategy for program expansion and future growth.
- Attend and participate in campus committees as requested by the Executive Director. Maintain positive relations with Board members. Support student advocacy for child care funding.
- Oversee the planning and implementation of the Center's nutrition program, including the review and approval of menu plans and food purchases.
- Confer with and remain accessible to parents. Co-facilitates parent orientation and parent committee meetings. Provides resources, opportunities for involvement, and advisement to parents.
- Manage the Center's financial resources. Prepares annual budget request, grant renewal applications, and overall expenditure plan. Controls and authorizes all purchases. Projects future budget needs.
- Administer all grants and contracts. Oversee the preparation and submission of fiscal and attendance records in compliance with the requirements of the Department of Education (DOE), California Department of Education (CDE) and other regulatory agencies. Ensure timely submission of reporting requirements.
- Prepare schedules and work papers and coordinate the Center's participation in periodic audits and reviews, including the annual CDE audit, CDE contract monitoring review, food program audit, accreditation reviews, annual external audit, Chancellor's Office audits, and Department of Social Services/Community Care Licensing reviews.
- Plan and direct building and grounds maintenance. Analyze facility condition and utilization and recommend improvements as needed. Prepare and submit capital improvement funding proposals for board review and approval.
- Develop and coordinate working relationships with academic programs seeking to use the Center as an educational resource.
- Cooperate with state and local licensing bureaus and social services agencies to answer inquiries, resolve complaints, and assist in serving families involved in the Center's activities.
- Collaborate with Auxiliary Services to submit proposals for government and private foundation funding.
- Stay current on issues, trends, and legislation affecting Child Development programs. Participate in professional associations that focus on the provision of quality childcare services and support early childhood education programs.
- Build and maintain collaborative working relationship with Auxiliary Services, ensure monthly reporting requirements are fulfilled.
- A background check (including a criminal records check) must be completed satisfactorily

	before any candidate can be offered a position with the Programs for Children, Inc. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Programs for Children, Inc. employees who apply for the position.
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree (B. A.) or equivalent from a four (4) year college or university in child development, early childhood education, or related field • Two (2) to four (4) years experience in working with young children in a preschool or child development setting including considerable experience in an administrative/supervisory capacity; • Preferred: Master's degree in Early Childhood Education, Child Development or related field. • Preferred: Experience with program expansion <p>OTHER QUALIFICATIONS</p> <ul style="list-style-type: none"> • Background/Fingerprint Clearance • TB Test • MMR, DTaP and flu shot or waiver • Three (3) Infant units required <p>CERTIFICATES, LICENSES, REGISTRATIONS</p> <ul style="list-style-type: none"> • Child Development Center Program Director Permit • Infant/Child/Adult CPR and First Aid • Child Health and Safety Course
SALARY/BENEFITS:	\$5,166.66-\$6,000.00/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, and life insurance, vacation, sick, and holiday pay.
FILING DEADLINE:	Application review begins September 12, 2017; Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the Fresno State Programs for Children. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER