



## Employment Opportunity

### Community Child Care Council of Santa Clara County, Inc. (4C Council)

**Position:** Program Manager – Early Head Start Program

**Salary:** Competitive Salary and Benefits

**Application Deadline:** Position Open Until Filled

**Program and Position Description:**

Community Child Care Council of Santa Clara County, (4-C Council) is seeking a highly qualified early childhood professional to oversee Early Head Start services in the city of San Jose. The Early Head Start program services families and children through a Family Child Care Home Network and Home visitation to families that care for their own children at their homes. The Manager is responsible for the overall administration and includes oversight of all activities, by program staff within established policies and performance standards.

The EHS Manager must possess BA/BS in ECE or a related field (Masters preferred); a minimum of 5 years experience in supervision and/or management; specific background or experience in working with infants/toddlers; and an ability to manage a complex program model with multiple services. Extensive experience in training, supervision and support of staff required. ECE through family child care experience helpful. Must be able to work cooperatively with the Executive Management of the Agency and have excellent communication skills; both written and verbal. Bi-lingual English - Spanish preferred, but not required.

**Example of Duties and Responsibilities:**

- Manage day to day operations in accordance with established Early Head Start policy and procedures
- Plan, organize, direct, and administer the overall and day to day activities of the Early Head Start Program
- Provide leadership for assigned staff and participants, set priorities, organize activities, and provide guidance to meet goals and objectives
- Convene Policy Council and provide opportunity for leadership development of parents
- Select, supervise, train and evaluate staff and program participants
- Update service area plans, procedures and program manuals
- Develop, monitor and administer the budget
- Develop fiscal, programmatic and administrative proposals
- Direct and administer third party contracts for consultant services as required. Government, Policy Council, and other agencies to meet special needs
- Direct the preparation of specialized reports, surveys and other related descriptive information for the Federal guidelines to stakeholders

- Provide guidance and interpretation on compliance with Federal program requirements, laws, rules, regulations and applications in compliance with Title 22
- Set up program goals and objectives in accordance with community needs data, develop appropriate service plans
- Develop and oversee plan to carry out active recruitment of children within Early Head Start Guidelines
- Coordinate self-evaluation of Early Head Start Program to ensure quality control, fiscal accountability, and cost
- Work closely with the policy council/committees to ensure organization, training and effective operation
- Participate in or preside over a variety of meetings such as various staff meetings and/or in-service training Education
- Work closely and compatibly with members of the management team to plan, problem solve and implement continuous improvement plans as needed
- Other job related duties as assigned

**Qualifications Include:**

**Experience:**

Five years successful experience in the administration of an early care and education or social services programs. Prior three years minimum experience in Early Head Start supervision or management preferred.

**Credentials and/or Skills:**

Excellent leadership skills; Demonstrated ability to prepare, administer, and control a-million dollar budget; Knowledge of principles and practices of management of complex programs and operations. Ability to plan, organize and administer early childhood and/or family support services programs. Ability to develop, interpret and implement policies and procedures. Knowledge of the principles of supervision, training, and performance evaluation. Must be able to communicate orally and in writing including proper grammar and punctuation.

**License or Other Requirements:**

Posses a valid California drivers license

Carry at least the minimum liability auto insurance required by law

Ability to pass a background and LiveScan fingerprint screening

**For consideration please send resume with cover letter to:**

Human Resources Department

2515 North First Street

San Jose, CA 95131

HR@4C.org