



Education Director

FULL-TIME: 30 hours/week

WAGE: \$26-28/hour with benefits (including health and 401K)

Sierra Nevada Children's Services is a private, nonprofit childcare resource and referral agency that has served families, early childhood professionals and the community since 1978.

JOB PURPOSE: *Provides administrative and programmatic responsibility for all aspects of the Family Child Care Home Education Network (FCCHEN) CFCC contract.*

EXPECTATION FOR ALL EMPLOYEES: Support the agency's mission, vision and values by exhibiting attitudes of professionalism, collaboration, innovation, respect for coworkers, commitment to our community, and personal accountability.

PROVIDES COMPLETE OVERSIGHT TO THE FAMILY CHILD CARE EDUCATION NETWORK (FCCHEN) PROGRAM by ensuring appropriate enrollment levels and contract requirements are met.

- Develops child care capacity through the recruitment of Network providers and maintains a sufficient number of qualified and trained Network providers to support parental choice for enrolled families and to fully earn CFCC contract.
- Acts as the representative for the Network with CDSS and ensures that quality services are provided in Network family childcare homes.
- Conducts regular site visits and hosts regular meetings to provide coaching, training, and support to Network child care providers to ensure providers meet Education Program Requirements as outlined in Program Requirements.
- Conducts annual assessments of each Network provider using the Family Child Care Environment Rating Scale (FCCERS) and maintains Network provider files.
- Ensures Network providers serve nutritious meals and snacks that are culturally and developmentally appropriate.
- Develops and presents and/or works with training consultants to provide training curriculum for Network providers.
- Coordinates with Network providers and parents to plan and implement developmentally, linguistically, and culturally appropriate activities for children and to support and enhance education and family engagement opportunities for parents.
- Distributes Parent Survey annually, collects and analyzes results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs.
- Completes child development assessments for enrolled children at specified intervals using the Desired Result Developmental Profile (DRDP) and maintains Network child files. Uses the developmental profiles to plan and conduct developmentally appropriate activities and provider trainings.
- Completes Child Progress Summary Reports and facilitates at least two individual parent conferences per year.
- Coordinates and facilitates all aspects of the Parent Advisory Committee (PAC) and advises SNCS on issues related to services for families and children.
- Collaborates with Family Child Care Home Education Networks throughout Northern California by attending meetings and sharing information and resources.
- Completes Program Self-Evaluation process annually, as outlined in FT&Cs and Program Requirements.

- Participates in planning of child development libraries to ensure materials are relevant and sufficient for the needs of the local community.
- Coordinates all aspects of the mobile lending library for Network providers.
- Completely understands, complies with, and implements programs according to state regulations.

Contributes to the Team Effort by joining in projects, researching and suggesting solutions, providing training as needed, participating in agency events programs and publications, and completing special assignments from the Program Director.

Maintains Professional Knowledge by attending workshops and conferences as appropriate, reviewing professional publications, and maintaining required credentials.

JOB QUALIFICATIONS:

CREDENTIAL

Current *Child Development Program Director Permit* or alternative qualifications as indicated by the Child Development Permit Matrix.

EXPERIENCE

Experience in managing a child development or early childhood education program required; experience in state program administration preferred. Knowledge of the theory and practice of early childhood development with experience developing curriculum required.

SKILLS

- **INFORMATION PROCESSING:** Identifies and answers employee/providers/clients questions and concerns re: programs; interprets contracts and develops policies and procedures for compliance.
- **DECISION-MAKING:** Requires strong analytical and decision-making skills in order to gather and summarize data for reports, find solutions to various problems, and prioritize work. Researches information and develops appropriate solutions.
- **INTERPERSONAL COMMUNICATION:** Daily high level of professional interpersonal contact with employees, clients, state agencies, branch/satellite offices, etc. via telephone, e-mail, direct contact and written communication.

OTHER REQUIREMENTS

- Excellent spelling, grammar, verbal and written skills
- Experience in public speaking and training adults
- Experience managing complex state-funded programs
- Ability and willingness to travel extensively
- Ability to handle multiple and dynamic work tasks
- Must have good attention to detail in composing, typing and proofreading materials, establishing priorities and meeting deadlines
- Strong computer skills
- Must be able to operate a motor vehicle and adhere to the vehicle usage policy as outlined in the SNCS Employee Handbook of Personnel Policies.

TO APPLY please forward your cover letter and resume via US Mail or email:

Attn: Christine Hoxsie, HR Administrator
 420 Sierra College Drive, Suite 100, Grass Valley, CA 95945
 ChristineH@sncs.org
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