



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Parkway N., #440, City of Industry, CA 91746
Tel. (562) 776-1301 / Fax (562) 776-8712
www.plazadelaraza.info

Employment Opportunity

Posted Date: 2/15/2018

Closing Date: Until Filled

Position Title: Assistant Director of Program Services
Reports To: Executive Director
Department: Management
Employment Status: Exempt /12 months per year
Salary Rate: \$7,624.00 - \$8,841.00 per month
Work Location: Los Angeles County

I. **Program Summary**

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza currently serves over 1,620 children and their families.

II. **Summary of Duties**

Under the direction of the Executive Director of Plaza de la Raza Child Development Services Inc. (Plaza) The Assistant Director of Program Services functions as a senior operating officer of the agency. This position has oversight of health, nutrition services and the provide comprehensive programming to children and their families, oversight for program's full eligibility, recruitment, selection, enrollment and attendance functions. This position ensures that the planning and administration of disabilities and mental health services is individualized for children and families with disabilities.

This position may exercise the same general agency-wide functions as those exercised by the Executive Director, particularly during the absence of the Director.

- Reviews and revises education written plan annually. Develops a system for administering and monitoring the education written plans.
- Establishes local program practices for the education portion of the program with parents and staff that support the effective implementation of the education content area.
- Aids the Executive Director in formulating and administering delegate agency policies and developing long-range goals and objectives.
- Reviews and analyzes reports, records and directives, and confers with supervisory personnel to obtain data required for planning activities of departments, such as new departmental commitments, status of work in progress, and problems encountered.
- Oversees and monitors the disabilities and mental health program service area, ensuring an integrated and comprehensive system of services for children with disabilities and their families. community partnerships, disabilities, and mental health.

III. **Qualifications & Experience**

- A. **Education:** Bachelor's degree from an accredited college or university. Major in any of the following disciplines preferred: Child Development, Education, Educational Administration, Social Services, Business Administration or Business Management. If major is a non-management discipline, must also have at least twelve semester units in administration or management.
- B. **Experience:** Minimum of at least eight (8) years of progressive more responsible management experience; must have at least 5 years experience in non-profit or government-funded programs, Head Start preferred. Must have experience managing early childhood, early education programs or social services programs. Valid California Child Development Director's Permit.

Special Requirements

Medical Examination: Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (whooping cough) and influenza. *

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.*

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California drivers license, or have available private transportation.*

**** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.***

V. **Physical Demands**

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

IV. **Benefit Plans**

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans.

Health Care: Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA

Financial: 401(k) Plan and Direct Deposit

Time Away From Work: Annual Leave, Holidays, Personal /Sick Days, Leave of Absence, Jury Duty and Bereavement Leave

Work/Life Solutions: Life Assistant Program

Plaza de la Raza Child Development Services, Inc.
Job Announcement: Assistant Director of Program Services

VI. **Application Procedures**

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway N., #440, City of Industry, CA 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to Human Resources Department via email jobs@pdlr.org or by regular mail to:

Plaza de la Raza Child Development Services, Inc.
Attn: Human Resources Department
13300 Crossroads Parkway N., #440
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Employment Application
2. Cover Letter
3. Resume
4. Transcripts indicating Bachelor's degree in Early Education, Child Development or related field
5. Valid California Child Development Director's Permit.

***Only complete application packets will be considered for the screening and selection process.**

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.