



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

Employment Opportunity

Position Title: Executive Director
Classification: Exempt Salary
Salary Range: \$10,181.64 - \$11,807.58 Monthly

Posted Date: 9/12/2019
Closing Date: 9/22/2019 or
Until Filled

Plaza de la Raza Child Development Services is a non-profit agency that specializes in providing Early Childhood Programs to children 0-4 years of age, living within the **Los Angeles County**. Our program was designed with the future of our children and families in mind. Our mission is to **empower** families to become self-sufficient by providing **educational opportunities, support services, and community resources**. We want to prepare all Head Start Students for a successful transition to Kindergarten through strong parental partnerships and the best employees.

Are you ready to make an impact in children's education, families, and in your community? If the answer is yes, then join our team!

Plaza is currently hiring for an **Executive Director**. This position is vital to the success of the agency and functions.

Position Summary

General direction is provided by the Board of Directors Chairperson and oversees the Assistant Director of Finance & Operations, Assistant Director of Programs Services, Assistant Director of Education & Center Operations, Executive Assistant, Human Resources Officer, and Governance & Communications Specialist. Develops and recommends strategic plans consistent with the overall mission of the organization's programs. Supervises and coordinates daily operations and approves operating and action plans and directs program operations in a manner consistent with the requirements of contractual agreements, laws, regulations and funding activities. Ensures ongoing financial viability of the Agency. Establishes operating and administrative policies and procedures to assure efficient program operation and compliance with all contractual terms, conditions and obligations. Establishes standards of service, performance and budgetary objectives. Approves and recommends execution of all contracts in accordance with board resolutions and organization policies. Finds and secures facilities and locations for services and reviews and negotiates lease agreements. Provides staff support to the Board of Directors as necessary for the conduct of their responsibilities. Collaborates with Grantee regarding ERSEA.

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.



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Qualifications & Experience

Education: Master's degree from an accredited college or university. Major in any of the following disciplines preferred: Child Development, Education, Educational Administration, Business/Public Administration, and Management.

If major is a non-management discipline, must also have at least twelve semester units in administration or management.

Experience: Minimum ten (10) years of management capacity relevant to human services program management; 7 years experience in the Head Start program preferred; direct experience in managing government-funded programs is highly desirable.

Knowledge, Skills, and Abilities

Knowledge of: California community care licensing regulations and Head Start Performance Standards and best practices related to child health and developmental services, education and early childhood development, child nutrition, mental health, program governance, and family and community partnership, framework. Must demonstrate knowledge of general business practices such as supervisory practices, administrative basics, general financials and risk management. Requires proven project management skills and knowledge and application of leadership and management best practices. Must have thorough knowledge of child care center business operations, planning and project management. Must demonstrate the ability to analyze complex situations and develop effective and efficient solutions.

Ability to: Provide direction, leadership and coaching to staff members by conducting periodic staff meetings; provide opportunities for employees to develop their competencies. Offer feedback on performance and take prompt corrective measures when necessary. Select well qualified, talented staff that deliver business results and reflect the diversity in the agency's service planning areas. Deal with conceptual matters; plan, organize, allocate and control substantial resources; ability to speak and write effectively; and possession excellent interpersonal skills. Participate on community advisory committees and maintain collaborative relationships with community programs providing services to low-income families to assure resources are available and accessible to Head Start/Early Head Start families. Exhibit exemplary oral, written, interpersonal and persuasive skills. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; work with members of the management team to plan and implement adjustments as necessary. Comply with LACOE policies and procedures, administrative regulations, State of California Health and Welfare Codes including Title 22, Head Start Performance Standards, and other applicable state and federal regulations contribution, and all others as required, using accurate calculations. Works closely with members of the management team to plan, problem solve and implement continuous improvement plans as needed. Complies with federal, state, and LACOE contract requirements, State of California Health and Welfare Codes including Title 22, Head Start Performance Standards, and other applicable state and federal regulations.

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Special Requirements

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.

Health 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.

Criminal Record Clearance

Before employment for all prospective Head Start/Early Head Start employees, individuals must complete fingerprint clearance from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Megan's Law and Child Abuse Central Index (CACI). *

Other Special Requirements: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available private transportation.

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.*

Why work for Plaza de la Raza?

Plaza offers a challenging and rewarding career in Child Development. We offer a comprehensive benefits package to meet individual and family needs.

- **Health Care:** Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA.
- **Financial:** 401(k) Plan and Direct Deposit
- **Time Off:** Vacation, Holidays, Personal Days, Sick Days, Jury Duty, and Bereavement Leave.
- **Work/Life Solutions:** Life Assistant Program

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Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. [Click Here](#) to apply.

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume

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

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

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