

A yellow banner with a black border. Inside the banner, there are several handprints in blue, orange, and white. On the left side, there is a logo consisting of the letters '4C' in a stylized, yellow, blocky font. The text 'Employment Opportunity' is centered at the top of the banner in a black, sans-serif font.

## Employment Opportunity

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

**Position:** Child Development Center Director (Site Supervisor)

**Salary:** Competitive compensation commensurate with experience and training

**Reports to:** Child Development Manager

**Agency Background:**

The Community Child Care Council (4C Council) is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work in Santa Clara County, California. The agency and its staff are proud to serve the Silicon Valley families, for more than 35 years, with the support of the California Department of Education and other funders. The 4C Council provides education, information, referrals, childcare payments, and family supportive services to over fifty thousand parents, children, early care and education providers each year.

**Position Objective:**

Direct the operation of the Child Development Center; maintain a safe and healthy physical environment for the children enrolled; supervise center staff; and work cooperatively with parents, act as a community resource in promoting the Child Development Center.

**Example of Duties and Responsibilities:**

- Direct and manage the overall operation of the Child Development Center.
- Present training sessions and orient new employees on center policies and procedures.
- Gather data and prepare reports.
- Manage the enrollment of the center and ensure compliance with state mandated ratios and capacity for maximum revenue.
- Project future enrollments to maintain full capacity and ensure appropriate documentation is gathered on children enrolled.
- Oversee and direct the maintenance of children's files including progress reports, attendance, and health and parent contact records.
- Develop and implement daily program and guide curriculum development and philosophy.
- Provide resources to staff for new program ideas and implement a quality, age-appropriate program for the center.
- Assess and enhance the program as necessary and provide resources for the safety and well-being of children attending the center.
- Provide support; act as a parent resource and a liaison between staff and parents as needed.
- Provide support and community referrals for parents in need of health or social services.
- Act as a community resource for child development and develop and maintain positive public relations for the child development center.
- Develop, maintain and implement child development center policies and procedures in compliance with agency policies.
- Perform related duties as assigned.

The duties listed above are intended to provide an example of the general routine and level of work being performed. Incumbents may be required to perform other duties as assigned.

**Qualifications Include:**

At least 15 semester units in Early Childhood Education or Child Development which includes 3 semester units in Supervision/Administration, Child Growth and Development, Child, Family, & Community, and early childhood curriculum courses plus 4 years of teaching experience **OR** A.A degree in Early Childhood Education or Child Development including 3 semester units in Supervision/Administration, plus 2 years of teaching experience **OR** BA degree in Early Childhood Education or Child Development which includes 3 semester units in Supervision/Administration, plus 1 year of teaching experience.

**For State Funded Centers:**

Child Development Site Supervisor Permit or Child Development Program Director Permit.

**Knowledge and Abilities:**

- Principles and practices of management, supervision and administration.
- Local, state and federal laws, regulations, policies and practices governing child care programs.
- Principles and practices of early childhood education.
- General health and wellness of children.
- Federal State Grant requirements.
- First aid and CPR techniques and methods.
- Record keeping techniques.
- Community resources available for health or social services.

**License or Other Requirements**

- Must have access to a dependable car with minimum legally required insurance coverage, and possess a current valid California driver's license.
- CPR and First Aid certified.
- Child Development Site Supervisor Permit

**For consideration please send resume with cover letter via email, or mail to:**

Human Resources Manager  
Simone Robinson  
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