



EMPLOYMENT OPPORTUNITY

KYCC's Kids Town is looking for a director for our state licensed preschool to lead a team of dedicated teachers in providing our Reggio-inspired Emergent Curriculum. An ideal candidate understands that early childhood education provides the foundation for a successful life. This person believes that curiosity is the best teacher and that providing a gentle, flexibly and emotionally nurturing environment will engage children's natural curiosity.

We're looking for a candidate who can articulate the importance of preschool to new parents and build community relationships with feeder schools and funders. Our program shares a philosophy of respect for other cultures, a sense of community involvement and an appreciation for nature. We believe in striving towards excellence as well as cultivating a lifelong love of learning.

Kids Town has 72 children, a low 1:8 ratio and an open classroom concept. We have been serving our diverse community for 40+ years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Kids Town Preschool Director (Full-time, Exempt)

Unit: Children's Center
Updated: 05/12/2023

Reports To: Director of Children and Family Services **Positions Available:** 1
Salary: \$67,000 – \$72,000 annually DOE, plus BENEFITS

Summary: Under the direction of the Director of Children and Family Services, the Kids Town Director is a management position responsible for the oversight of the operation of the preschool on a day to day basis including site and classroom operation, staff supervision, parent relations and community relations. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including satisfactory program and fiscal operation of KYCC Kids Town Preschool. This is a full-time, exempt position.

Duties / Responsibilities:

- **Provide administrative oversight by:**
 - Ensuring that Kids Town meets licensing requirement (Title 22) including all staffing, health & safety and documentation requirements;
 - Ensuring that Kids Town meets State Preschool requirements (Title 5) including program and administrative requirements;
 - Ensuring compliance with the Child Care Food Program;
 - Ensuring compliance with all other third party contractors;
 - Monitoring changes in licensing and/or contract requirements and making appropriate adjustments;
 - Develop marketing strategies to promote Kids Town to various parent networks;
 - Develop relationships with local businesses to promote Kids Town to their employees;
 - Managing program budget and monitoring expenditures;
 - Developing and maintaining collaborative network with other providers and related public and private organizations;
 - Developing and implementing policies and procedures of the program to the parents;
 - Planning short and long term development of the programs; and
 - Staying informed on new trends, ideas and issues in Education, Child Development, Business, Economics and demographics.
- **Provide staff supervision by:**
 - Recruiting, recommending hire, training and supervising all staff at Kids Town;
 - Overseeing and providing consultation with the teaching staff in the curriculum planning, classroom management, and the day-to-day program operation;



- Implementing regular performance assessments for staff; and
- Developing and implementing staff development and training for staff.
- **Develop and oversee curriculum and programs by:**
 - Integrating the philosophy and goals of the program in relation to the developmental stages, health and safety, and cultural and linguistic diversity of the children;
 - Planning and implementing of the annual curriculum goals and objectives to ensure that the daily curriculum supports the program philosophy;
 - Developing and supervising the procedures for implementing a parent participation program by conducting parent-teacher conferences; and
 - Developing and supervising the procedure for communicating with the community through a variety of means such as interpreting the program to visitors, arranging for events sponsored by the program as a service to the community, and acting as a resource to the community.
- **Attend relevant meetings, trainings, events and activities; and**
- **Perform other related duties as assigned by the Director of Children and Family Services.**

Minimum Requirements / Qualifications:

- A Bachelor's degree in Child Development, Early Childhood Education or a related field;
- A valid State of California Children's Center Site Supervisor or Program Director permit;
- At least three (3) years as an Administrator in the field of ECE/CD;
- Bilingual capacity in Korean/English or Spanish/English, desired;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment to working with a multicultural community;
- Strong organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Self-directing and the ability to work independently as required;
- Proof of passing a TB test, physical examination and CCLD Live Scan fingerprinting clearance;
- A valid California Driver's License, access to personal transportation, and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical requirements: Ability to lift a child who weighs up to 40 pounds, to hear a child calling for help, to see a child on the playground and inspect documents, to sit and stand for long periods of time, to communicate with KYCC staff, affiliates, clients and public; to bend and stretch to obtain documents; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- An advanced degree in Child Development, Early Childhood Education or related field;
- Ability to develop and effectively manage programs, services, and innovations according to program needs and community demands;
- Certification in CPR and First Aid training; and
- Experience in working with diverse cultures.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)