



## **JOB ANNOUNCEMENT: CENTER DIRECTOR**

### **GENERAL RESPONSIBILITIES:**

- Ensures that overall goals and objectives of Long Beach Day Nursery are met.
- Maintains compliance for all licensure, regulatory and accrediting requirements, including but not limited to all Title 22 and Title V regulations, Los Angeles Universal Preschool (LAUP) requirements, and NAEYC accreditation standards.
- Ensures that program needs are met, including but not limited to compliance with the emergent curriculum philosophy; maintains enrollments at targeted levels; ensures adequate classroom and instructional supplies and appropriate classroom environments; supervises all center staff, including meetings, communications, and training; coordinates parent communications and engagement, including special events such as parent luncheons, open houses, etc.; meets administrative and management requirements, such as reviewing time sheets for payroll processing; ensures grant and contract compliance; maintains compliance with LBDN policies and procedures.
- Actively supervises Associate Center Directors in implementation of Early Intervention Program and Food Program.
- Coordinates maintenance of physical plant, including but not limited to repairs, preventative and routine maintenance, etc.
- Ensures adequate staffing of the center.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS NEEDED:**

Associate of Arts degree from an accredited or approved college or university with a major emphasis on early childhood education or child development. A minimum of six (6) administration units and two (2) adult supervision units. Bachelor's degree a plus. Three to five years of Center Director and/or Teaching experience in a licensed child care center or comparable group child care program. Must have Site Supervisor's Permit or be currently eligible for Site Supervisor's Permit.

### **COMPENSATION:**

LBDN offers a competitive compensation package. Salary will be commensurate with qualifications and experience of the selected candidate. In addition, benefits are provided which include: health, vision and life insurance; Section 125 flexible savings account (FSA); optional supplemental health insurance; employee assistance program; vacation time, sick leave, bereavement leave, and jury duty leave; reduced child care fees; credit union membership; access to professional development stipends and educational scholarships; and an available 403 (b) retirement plan.

To apply, please Fax, E-mail or Mail your letter of interest, employment application (found on [www.lbdn.org](http://www.lbdn.org)), professional resume and most recent college transcripts (do not need to be official) to:

**Human Resources  
Long Beach Day Nursery  
1548 Chestnut Avenue  
Long Beach, CA 90813  
Attention: Center Director Position**

**Email: [info@lbdn.org](mailto:info@lbdn.org)  
Fax: 562-599-8262  
NO PHONE CALLS PLEASE**

Available: October 7, 2011  
Closing Date to Apply: Until Position is Filled

***Long Beach Day Nursery is an Equal Opportunity Employer.***