



**Background Information:** Escuelita Hernandez Family Child Care was established in August of 2010 and then with the help and unconditional support of our family, we are in the process of expanding in January/February of 2018 to Escuelita Hernandez Little School, a preschool and child care center of 36 children. We are proud to be the very first bilingual preschool and child care center here in Bakersfield, California! We need are looking to hire a full-time Program Director and 2 part-time Associate Teachers to help us with this journey.

**Our Philosophy:** We strive to provide a home orientated nurturing environment in an academic child care center where each child will feel comfortable to explore, learn and play in both English and Spanish.

**Mission Statement:** It is the mission of Escuelita Hernandez Little School to care for children 2years-12 years old in a stimulating and caring bilingual atmosphere. We focus on developing each individual's needs as they achieve their milestones at their own pace. We promote their growth in social, emotional, cognitive and physical development through creative play, art, and music as well as structured time with teachers to enhance their learning experience.

<b>Job Title:</b>	Program Director	<b>Job Category:</b>	Bilingual Education
<b>Location:</b>	909 Castro Ln. Bakersfield, CA 93309	<b>Job Schedule:</b>	Monday-Friday 7am-6pm, Some Saturdays or evenings for trainings
<b>Level/Salary Range:</b>	\$15 (starting)	<b>Travel Required:</b>	Not usually.
<b>HR Contact:</b>	661-412-7515	<b>Position Type:</b>	Full time Average of 40 hours a week
<b>Applications Accepted By:</b>	<b>E-MAIL: ESCUELITAHERNANDEZ@YAHOO.COM</b> Subject Line: Program Director position: (insert applicant name)		
<b>Training:</b>	Must attend 8 hours of health and safety training along with other trainings throughout the year, complete 105 hours of professional growth within 5 years, and attend workshops directly pertaining to the development of staff and children.		
<b>Job Description:</b>	The program director is responsible for all daily operation of the center and record keeping. He/She must have effective communication between parents, children, staff and CCL. He/She must also be flexible in having to perform all tasks in case of an emergency or absence. He/She must also share a passion in promoting the philosophy of the child care program. He/She must follow center policies as well as all regulations mandated by child care licensing. He/She have the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. Director supervises and provides guidance for all staff.		

**ROLE AND RESPONSIBILITIES**

- Ability to maintain and supervise the maintenance of all child care related records, including financial records and carry out administrative in case of administrator absence
- Ability to establish and implement the center's policy, program and budget
- Ability to recruit, employ, train, direct, and evaluate qualified staff and to terminate employment of staff
- Ability to carry out a lesson plan in case of an emergency or during teacher breaks
- Ability to prepare and serve meals following USDA guidelines if necessary and help with housekeeping if necessary
- Mandated suspect of child abuse reporter

**QUALIFICATIONS AND MINIMUM EDUCATION REQUIREMENTS**

- Must be at least 18 years of age
- Criminal Record Clearance and Fingerprinting with NO Exemptions
- Current pediatric CPR and first aid certification
- High school diploma or GED with 15 semester units, 12 units must cover child growth and development & 3 administration units with 4 years of teaching experience in a licensed child care program or comparable program OR have a Program Director Permit OR be able to meet the other options as specified in Title 22 licensing requirements for program director (reference letters needed to confirm experience)
- Knowledge of the requirements for providing the type of care and supervision children need and ability to communicate with such children
- Knowledge and ability to comply with applicable laws and regulations
- Verbally bilingual in Spanish & English (optional but must be willing to learn basic Spanish)
- Documentation of the following vaccinations: measles, whooping cough and annual flu vaccine

**PREFERRED SKILLS:** BILINGUAL VERBALLY AND IN THE WRITTEN LANGUAGE OF ENGLISH & SPANISH (BILINGUAL CERTIFICATION OPTIONAL) AND EXPERIENCE AS A TEACHER OR PROGRAM DIRECTOR OF A CHILD CARE CENTER.