



JOB ANNOUNCEMENT

Early Childhood Program Quality Specialist

Required Education and Experience:

- BA in Child Development or Early Childhood Education
- Minimum 2 years Supervisory Experience
- Minimum 1 year experience with Desired Results or NAEYC Accreditation System
- Computer skills in MS Word and Excel
- CA Driver's License and automobile liability insurance
- Fingerprint, Child Abuse Index, TB and Health Clearances.
- First Aid and Pediatric CPR

Required Knowledge and Abilities:

- Knowledge of child development principles and young children.
- Knowledge of developmentally appropriate curriculum planning
- Ability to assign, monitor, and review the work of others.
- Ability to establish and maintain effective working relationships with children, parents and staff.
- Ability to communicate effectively in both verbal and written communications. Bilingual (English/Spanish) abilities are a plus.

Responsible for:

- Monitoring compliance with CA Dept. of Education Desired Results requirements
- Monitoring compliance for CA Dept. of Education Contract Monitoring Review
- Participating in the development of Program Improvement Plans
- Assisting program staff in meeting NAEYC Accreditation guidelines
- Creating and filing reports to funding agencies
- Providing research-based resources for Center staff
- Assisting in the training of Center staff
- Other responsibilities as assigned

Compensation:

\$3,200 to \$3800 per month. Full-time, permanent, exempt position. Benefit package includes health, dental, and life insurance. 403(b), vision, and AFLAC available.

Selection Process:

Please visit our website <http://www.cdcla.org> or contact Human Resources at 213-353-1600 x12 for an application. Required documents include CDCLA application, resume, copy of transcripts indicating a Bachelor's degree.

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Phone: 213-353-1600 x14
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Email: info@cdcla.org
<http://www.cdcla.org>

*Making a difference in
the lives of children and
their families*