



Posted:
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JOB ANNOUNCEMENT – OPEN POSITION

Program Director

Required Bilingual/Biliterate: Spanish-English

Bay Area Hispano Institute for Advancement (**BAHIA**) is an established and well respected organization providing quality bilingual and multicultural early childhood education to children ages 2 to 10 years of age for over 44 years particularly focused on serving Latino/Spanish speaking families of diverse socio-economic means from Alameda and West Contra Costa County. The Program Director primary role is to supervise, administer and implement with fidelity BAHIA's three bilingual child development programs for toddlers, preschoolers and school age children.

For additional information about BAHIA, please visit www.bahiainc.com

Essential Duties & Responsibilities:

This position communicates regularly with the Executive Director regarding program educational goals and objectives. The Program Director works with administration and teaching staff to meet agency and program funding requirements/compliance, procedures and objectives, DRDP-Tech/ERS/QRIS/AB212/DSS/CACFP and other funding compliance requirements. **Administrative duties:** Preparing reports, coordinating teaching schedules, supervising/coaching/mentoring teaching staff, maintaining and supporting parent communication, planning developmentally age appropriate programming, maintaining and ordering instructional supplies/equipment, coordinating parent/teacher trainings & workshops; and **Teaching Staff: Supervising Lead Teachers** in their classrooms, and providing direct mentorship to teachers and optimal support on a daily basis. **Staff, Parent & Community Relations**, takes a lead role in planning activities and/or events related to site/agency, writing a quarterly newsletter, providing program information to the general public and visitors, represents the agency in educational meetings, and takes the lead role in carrying out the site annual evaluation activities.

Education & Experience
Only applicants with
REQUIRED experience and
education will be considered.

- **REQUIRED:** MA Degree or higher in Child and/or Human Development, AND at least four years or more supervising teachers in a child care setting.
- **REQUIRED:** Must qualify or have a Valid Child Development Program Director Permit or higher.
- **REQUIRED:** Five years' work experience in a bilingual multicultural work environment, preferably CCTR/CSPP program supervising ECE Teachers.
- **REQUIRED:** Bilingual-Biliterate and experienced in reading, writing and speaking fluent Spanish and English in a child care setting.
- **REQUIRED:**
 - Valid California Driver's License.
 - Good Health; Physical Exam and TB test required.
 - DOJ Fingerprint Clearance
- Experience working with parents, leading parent workshops and trainings
- Excellent organizational and time management skills.
- Excellent communication, public relations and emotional intelligence skills.
- Skilled in MS Word, Excel. Social media and able to type 50 wpm.

OPEN UNTIL FILLED

**BAHIA, Inc. is an Equal
Opportunity Employer**

Salary / Benefits:

Apply To:

Send cover letter with Resume

***Only applicants with cover
letters will be considered.***

\$70,000 - \$75,000 annual salary – Commensurate with Experience/Education
Paid Sick/Vacation, Holidays, Exempt Position; Health & Dental Coverage & Life Insurance

BAHIA, Inc. / Attn: Beatriz Leyva-Cutler, Executive Director
1000 Camelia St. Berkeley, CA 94710 (510) 525-1463 Beatriz@bahiainc.com