



Position:

Title: Program Director
Organization: BAHIA Inc.
Location: Berkeley, California
Reports To: Executive Director
FLSA Status: Exempt¹
Time: Full-time

The program director works alongside the executive director (ED) to ensure the values, goals, and responsibilities of BAHIA, Inc. are achieved. The primary responsibilities of the program director are to develop, implement, and supervise child-centered Dual Language Learning and educational activities and programs at BAHIA's child development sites; and to ensure administrative compliance and reporting. The program director directly supervises site supervisors and staff of each site/program, aligning their work and duties to the mission, philosophy, program policies, funding requirements and the organizational strategic plan.

Since 1975, the Bay Area Hispano Institute for Advancement, Inc. (BAHIA) has been an established and well-respected organization providing quality bilingual (Spanish) and multicultural early childhood education to children ages 2 to 10 years of age. It's known as a strong advocate for children and the Latinx community.

Responsibilities:

Leadership

- Ensure compliance with all applicable city, county, state and federal regulations with the operations of child development centers and programs; and reporting in a timely, accurate, organized and efficient manner.
- Update and maintain BAHIA Dual Language Learning (DLL) curriculum to current and contemporary best practices.
- In the absence of the ED and as directed, act as spokesperson for the organization.
- Report and communicate to the ED any center deficiencies verbally and/or written, including a plan of action to address them.
- Coordinate and plan center/agency-wide activities with site supervisors, providing them with guidance, mentoring and technical assistance.
- Maintain a working knowledge of significant developments and trends in the child development field. In the absence of site supervisors, assume responsibility for oversight and coordination of staffing schedules, activities, and decisions involving the program, parents, staffing and curriculum.

Planning and Management

- Assume lead role in annual planning, implementation and evaluation of the organization's programs (annual self-evaluations, Desired Results and Environmental Rating Scale, Quality Rating) and procedures to implement the organizational policies.
- Plan professional development, with the ED, of all agency teachers and staff.

- Supervise and provide direct mentoring and assistance to site supervisors.

Communications

- Ensure that the ED is kept informed on all pertinent classroom related matters the condition of the organization and all-important internal and external factors.
- Ensure that personnel maintain professionalism, as well as privacy and confidentiality when called for.
- Establish cooperative working relationships with all important constituencies.
- Effectively and accurately represent the organization to external agencies, organizations, and the general public.

Staff Supervision and Professional Development

- Determine staffing requirements for the organizational program delivery and ensure that accurate job descriptions are in place for site supervisors, teachers, and support staff.
- Work with the ED on recruitment of all BAHIA teaching personnel and volunteers.
- Supervise and lead the support of site supervisors in their roles working with teachers ensuring continuous skill development through ongoing training and timely feedback.
- Conduct a bi-annual evaluation of all teaching and support staff with an emphasis on professional growth and skill enhancement.

Budget and Finance:

- In conjunction with the ED, ensure that funds are expended following budget guidelines and support fundraising as needed.

Other Functions:

Perform related duties as assigned by the ED.

Minimum Qualifications:

Experience: Four or more years of successful supervision in early childhood education settings, training and mentoring early childhood educators, and basic knowledge of administering and managing a nonprofit organization (preferably in child development). Has recent and relevant training and experience in assessment, working with dual language speakers, and providing service to children in the range of two to ten years of age.

The Ideal candidate will have:

- Proven experience in a leadership role with strong proficiency of leading change in a bilingual (Spanish/English) environment, working with a primarily Latinx, immigrant community.
- Excellent skills in verbal and written communication, maintaining open lines of communication with a professional demeanor, along with quality phone and email etiquette, and a work ethic which demonstrates punctuality.
- A high degree of motivation; proactive, resourceful, solution-oriented, and flexible in a changing environment.
- Excellent project management skills, and able to organize a collaborative process, invite and incorporate feedback, and consistently complete high volumes of work within deadlines.
- A positive attitude and demonstrated ability to maintain poise and patience in the face of some stress.

- A strategic mindset and ability to anticipate and avoid distractions that could impede programmatic priorities.
- Proficiency with computers and relevant software such as Microsoft and Google Suite.

Education: The program director must have a college degree in early childhood/child development or education with a major in child development/early childhood education.

Licenses and Other Requirements:

- Valid California Driver's license;
- Must possess or be eligible for a State Program Director Early Childhood Development Permit;
- Fingerprint clearance with the Department of Justice, FBI and Child Abuse Index;
- Completion of CPR and First Aid certification or completion within 90 days of employment;
- Complete Trainings (Mandate Reporter Training, Workplace Violence Prevention)
- Proof of updated vaccinations to include COVID/booster vaccines and influenza vaccine as well as all vaccinations required by California Community Licensing.

Working Conditions and Environment:

Most work is performed in a standard office, often involving extensive and ongoing typing at a workstation; some lifting of up to roughly 20 pounds required; and moving between program sites during hours of operation. Flexible 40-hour week schedule; some weekend work required periodically. Preferred in-person work assignment, with remote options.

Salary and Benefits:

\$90,000 - \$95,000, commensurate with experience. Benefits include medical, dental, and vision, as well as sick leave, personal and vacation time.

To Apply:

Inquiries, nominations, or applications (including a cover letter, resume, and three (3) professional references) should be directed electronically and in confidence, no later than (February 9, 2023) at close of business to Martha Melgoza at martham@bahaiinc.com We are happy to answer any questions or supply further information.