

Position: **Area Director- Northern Marin County**  
Location: Novato  
Status: Exempt, Full-time  
Reports to: Program Director  
Supervises: Site Supervisors, Area Resource Specialist & Food Program Staff  
Compensation: Competitive and DOE

**Position Qualifications:**

Minimum qualifications:

- Site Director or Site Supervisor Permit issued by the California Commission on Teacher Credentialing. DOJ, FBI and Child Abuse Index clearance.
- Solid working knowledge of Community Care Licensing requirements, California Department of Education requirements and of Industry “Best Practices”.
- Ability to manage all aspects of a child development program including staff supervision, working knowledge of contract compliance, budgeting and financial oversight, child recruitment/registration and curriculum development.
- Prior experience in classroom staff management and supervision with a minimum five years administrative experience in related government, business, education and/or community-based organizations.

Desired qualifications:

- Bachelor’s degree and/or Master’s degree in ECE, Child Development is preferred.
- Completed 3 or more units in Infant/Toddler coursework.
- Working programming knowledge for Infant-Toddler Care approach, WestEd, latest research from Zero to Three, and Resource for Infant Educators (RIE).
- Proficient in written and spoken Spanish language skills desired, but not required.

**Job Description:**

Under general direction, provide leadership, plan, organize, and direct daily operations of assigned area sites within NBCC. In accordance with the Fair Labor Standards Act, this position is exempt from overtime compensation. The Area Director is considered a vital leadership position; a professional attitude and behaviors are expected. Area Directors must demonstrate the ability to work as a collegial team member with respect, trust and professionalism with co-workers. The position is aligned with NBCC’s goals, philosophy and agency’s objectives.

Program Management (35%)

- Maintain program oversight to ensure high quality ECE standards / best practice as mandated by California Department of Education (CDE) Title 5 Funding Terms and Conditions; California Department of Social Services (CCL) Title 22, and NBCC.
- Ensure practices and procedures are the same within the organization. Collaborate with other Area Directors and Program Director to streamline procedures.
- In collaboration with Executive and Program Director provide input and support for grant processes.
- Plan and conduct monthly direct report meetings.
- Manage day to day HR issues involving their staff, seeking guidance from the Human Resources Director as needed or when more complicated situations arise.

- Ensure continuity of program activities – Parent Orientations, Parent Conferences, and Parent Advisory Committees.
- In support of Site Supervisors, ensure center staffing is in compliance at all times (vacations, absences, staff shortages, emergencies, etc).
- Provide support during mass enrollment – tours, subsidy, enrollments, phone calls, appointments, etc.
- Oversee recruitment, interviews, and reference checks for NBCC teaching staff.
- In collaboration with Site Supervisor/Head Teachers, hire, train and provide orientation to classroom teachers.
- Provide leadership and implements continuous program improvement, monitors program compliance with Title 5 and Title 22 regulations.
- Provide leadership and support in Desired Results Developmental Profile (DRDP), Early Childhood Environmental Rating Scale and CLASS for assessment purposes.
- Adhere to all NBCC policies and procedures as mandated by Executive and Program Director.
- Oversee the facility maintenance and operations of all sites in the region.
- Other assignments that may need the Area Director’s expertise, knowledge, or ability.

#### Staff Development (35%)

- In collaboration with Program Director, plan and implement two annual Staff Development events.
- Cultivate opportunities for staff development and share findings with program staff.
- Oversee NBCC’s centers’ programs and training and implementation of classroom curriculum to ensure alignment with NBCC Policies, practices, and mission statement.
- Provide mentoring & training to the NBCC Site Supervisors/Head Teachers, Food Program Staff, & Area Resource Specialist to ensure NBCC policies / best practices are followed.
- Coordinate with local resources for on-going and/or on-site training for center staff.
- Engage in regular self-assessment/goal setting and participate in evaluation of job performance with the Program Director at least once a year.
- Conduct timely performance evaluations for direct reports.

#### Budget (5 %)

- Collaborate with Site Supervisors, Executive and Program Director to create yearly budget.
- Monitor all program expenditures to meet projections of the annual program budget.

#### CDE and/or Subsidy & other Contracts (15%)

- In collaboration with the Program Director, assist in compliance with all contracts – Food / Nutrition, CDE, grants, etc.
- Provide training & support to Site Supervisors, Area Resource Specialist, Head Teachers, and Enrollment Specialists for compliance with Title 5 regulations.
- Assist the Program Director to coordinate and develop NBCC closure calendars and CDE contract calendars.
- Directly supervise and train all Food Program line staff.
- Oversee the maintenance and monitoring of the CCAFP Food Program for compliance and reporting.
- Oversee or as directed, prepare in a timely fashion appropriate applications and mandated monthly, quarterly, and annually reports related to the Food Program including the creation and distribution of monthly classroom meal count sheets.
- Assist as needed in any CCAFP Food Program audits and if any corrective actions are required, ensure effective monitoring and implementation of required changes are completed.

- Oversee the facility maintenance of NBCC main campus including process and execution of work orders, vendor management, and all of associated preventive maintenance for the site.

Garden (5%)

- In collaboration with Garden & Nutrition Director, oversee the communication and scheduling between Garden Educator(s) and Head Teachers/Site Supervisors for effective implementation of Garden of Eatin' curriculum with each classroom.
- In collaboration with the Garden & Nutrition Director, oversee the communication and scheduling between Garden & Nutrition Educator and Head Teachers/Site Supervisors for effective implementation of Garden of Eatin' parent/volunteer workdays, and other garden events.

Outreach – Fund Development (5%)

- Collaborate with Development Team and Executive Director for Bounty of the Garden Luncheons
- Collaborate and attend NBCC fund development events.
- Cultivate outreach opportunities, collaborate with and attend meetings with Marin community partners.

**Work Environment:**

- Noise level in the work environment is frequently loud
- Will work outdoors and indoors
- Will use computers, tablets, and other office equipment
- Will work alone and with others

**Physical Demands**

- Health clearance by a physician.
- Ability to fulfill physical requirements of the job including: lifting up to 50 pounds, range of movement including squatting, bending, reaching, standing and sitting.
- Proof of current Immunizations (Measles, Pertussis, Influenza).
- T.B. clearance within the past year.

To apply, please submit a cover letter and resume to Program Director, Kristina Sisseck at [ksisseck@nbcc.net](mailto:ksisseck@nbcc.net).