

**Position Opportunity:  
Early Head Start Director**

**Location:** Pediatric Therapy Network Torrance, CA

Pediatric Therapy Network (PTN) has recently been granted federal funding to create and implement a new Early Head Start Program. As an existing non-profit organization, PTN is dedicated to providing innovative, high quality programs to serve families with children of all abilities. We are excited to offer an unique Early Head Start program which will incorporate the expertise of child development professionals, including speech therapists, occupational therapists, and physical therapists. Services will be provided to 112 families and children through a home based model and a full day center program. We are seeking a Director who is experienced, passionate, dedicated, highly motivated, possesses good communication skills, and values collaboration.

**Responsibilities:**

- Work collaboratively with the Executive Directors of Pediatric Therapy Network, Early Head Start Coordinators, and key staff to establish and implement the Early Head Start Program, including ensuring compliance with Federal program requirements and the mission of Pediatric Therapy Network.
- Plan, organize, direct, and administer the overall and day to day activities of the Early Head Start Program, including ensuring compliance in component areas, and overseeing program reviews.
- Provide leadership for assigned staff and participants, set priorities, organize activities, and provide guidance to meet goals and objectives.
- Select, supervise, train and evaluate staff and program participants.
- Give direction and instruction on program process, policies, and procedures.
- Supervise the development and updating of the service area plan and program manuals.
- Develop, monitor and administer the budget.
- Develop fiscal programmatic and administrative proposals.
- Direct and administer third party contracts for consultant services as required.
- Direct the preparation of specialized reports, surveys and other related descriptive information for the Federal Government, Policy Council, and other agencies to meet special needs.
- Provide guidance and interpretation on compliance with Federal program requirements, laws, rules, regulations and guidelines to stakeholders.
- Determine and make recommendations regarding centers and classrooms, prepare and submit site-licensing applications in compliance with Title 22.
- Set up program goals and objectives in accordance with community needs data, develop appropriate service plans, and delegate tasks to staff to carry out plans.
- Develop and oversee plan to carry out active recruitment of children within Early Head Start Guidelines.
- Coordinate self-evaluation of Early Head Start Program to ensure quality control, fiscal accountability, and cost effectiveness.
- Foster shared decision making with the policy council/committee.
- Work closely with the policy council/committees to ensure organization, training and effective operation.
- Ensure necessary facilities, equipment, and supplies are available to the Early Head Start Program.
- Participate in or preside over a variety of meetings such as various staff meetings and/or in-service training sessions, community groups, etc.

**Education Requirements:** Qualified applicants must have a master's degree in early learning, early childhood, or a related degree; minimum of 12 ECE units in infant/toddler development

**Experience:** At least four years of management level experiences at the Director or Assistant Director level in Early Head Start, Head Start preferred or state preschool. Proficient in spoken and written Spanish is preferred, but not required.

**Salary: Competitive salary, excellent benefits**

Please submit applications and credentials to:  
Human Resources Pediatric Therapy Network  
1815 West 213<sup>th</sup> Street, Ste. 100  
Torrance, CA 90501  
Email: [jobs@ptnmail.org](mailto:jobs@ptnmail.org)  
Fax: 310. 328.7058

[www.PediatricTherapyNetwork.org](http://www.PediatricTherapyNetwork.org)  
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