

# Cynthia De Dios

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## SUMMARY

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Experienced early childhood education leader with a decade of proven success in managing and enhancing the quality of childcare programs, particularly in family child care settings. Skilled in program development, compliance, and stakeholder engagement, aligning with California state guidelines. Proficient in recruiting, supervising, and supporting educators to ensure the delivery of high-quality education. Demonstrated expertise in fostering positive relationships with families and stakeholders. Committed to program excellence and dedicated to advancing the field of early childhood education.

## TECHNICAL SKILLS

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Customer Relation Management Platforms: Salesforce and Hubspot

Communication Platforms: Zoom, RingCentral

Microsoft Office Suite

## PROFESSIONAL EXPERIENCE

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### Escondido Community Child Development Center

*Escondido, CA*

*Program Director*

*April 2024-present*

I oversee the operations of two State-Funded Early Childhood Education sites, ensuring compliance with Title 22 and Title 5 regulations while managing CSPP and CCTR contracts across 23 classrooms serving infants, toddlers, and preschoolers.

- Ensure daily operations align with California Department of Education and Community Care Licensing standards.
- Monitor compliance with CSPP and CCTR contract requirements, including staffing ratios, documentation, and program quality.
- Supervise curriculum implementation and support teachers in aligning lesson plans with The Creative Curriculum and DRDP outcomes.
- Lead annual Program Self-Evaluation and Continuous Quality Improvement efforts.
- Coordinate with licensing analysts and funding agencies to maintain program integrity and readiness for audits.
- Manage ECCDC's partnerships with Easterseals, MAAC, and Cal-SAFE to expand services and supports for families.
- Support staff development through coaching, training, and CLASS-based feedback.
- Oversee enrollment, attendance, and reporting systems to ensure accurate data submission and contract compliance.

### Renu Hope Foundation

*Center Director*

*2024*

*Oceanside, CA*

*June 2023-March*

I manage the day-to-day operations of a State Funded Early Childhood Education Center, catering to the developmental needs of children aged one to five years.

- Manage daily operations and enforced policies to ensure compliance with licensing standards.
- Partner with teachers to assess and refine lesson plans aligned with the Creative Curriculum, actively fostering the well-rounded development of children.
- Establish positive relationships with parents through regular communication and family events.
- Efficiently managed the center's budget, optimizing resource allocation without compromising quality.
- Facilitate regular professional development sessions for educators to enhance teaching methodologies and ensure the delivery of high-quality education.
- Implement and apply ECERS (Early Childhood Environment Rating Scale) and ITERS (Infant/Toddler Environment Rating Scale) assessments to evaluate and improve the quality of the learning environment.

### Mrs. Cynthia's Preschool

*Educator*

*Vista, CA*

*January 2021 to December 2022*

As a dedicated full-time preschool teacher for a family with three preschool-aged children at their residence.

- Created a safe and nourishing environment by preparing nutritionally balanced meals and ensuring compliance with food safety standards.
- Demonstrated an innate understanding of childhood development by meticulously planning and organizing daily educational activities tailored to children aged 2-5.
- Fostered socialization skills through well-planned outdoor activities and engaging outings that facilitated interaction with peers.
- Exhibited a commitment to education by weekly curriculum development and lesson planning.
- Ensured seamless communication with parents through weekly meetings, discussing goals, and providing detailed updates on children's learning progress.

## **TOOTRiS**

*Director of Child Care Advancement*

*Mira Mesa, CA*

*January 2020-December 2021*

In this pivotal role, I led the way in enhancing child care providers' technological presence through the fast-growing SAAS platform TOOTRiS.

- Guiding child care providers via webinars and scheduled calls, imparting insights into leveraging digital tools and effectively engaging parents on the platform.
- Become a provider advocate through analytical acumen, connecting with them to comprehend their needs, and gathering provider perspectives for constructive feedback.
- Overseeing the creation of resourceful content including comprehensive guides for successful family child care programs, state licensing law summaries, and age-appropriate curriculum guides.
- Providing technical support to parents, providers, and employers navigating the platform, with an emphasis on assisting lower-income families in accessing subsidized child care and aiding employers in finding quality child care options.

## **Educational Enrichment Systems Inc.**

*January 2018-December 2019*

*Vista, CA Preschool Director*

As the Preschool Director of a nonprofit Title 5 state funded preschool program, I demonstrated an unparalleled commitment to child development and education.

- Skillfully managing and supervising 3 site staff and 44 children aged 3-5, fostering a nurturing and supportive environment.
- Establishing positive relationships with children, parents, school staff, and the community, contributing to a well-rounded educational experience.
- Taking a proactive role in classroom events and activities, promoting engagement between parents and the educational process.
- Ensuring program compliance by expertly completing California state documents for the nonprofit Title 5 program.
- Actively participating in the San Diego Quality Preschool Initiative, which entailed implementing assessments, conferences, and other quality measures.

## **TRAVELING TEACHERS**

*Preschool Director/ After School Supervisor*

*Newport Beach, CA*

*September 2016-December 2017*

My opportunity at Traveling Teachers through the City of Newport Beach encompassed diverse responsibilities, including directing preschool programs, summer programs, Mommy and Me classes, and supervising the after-school program.

- Crafted a comprehensive preschool curriculum and organized engaging events to promote the program.
- Supervised children aged 2-5 and managed program enrollments, showcasing exceptional leadership and organizational skills.
- Displayed versatility by initiating and managing summer programs and Mommy and Me courses.
- Assisted in educational support by tutoring and providing homework assistance in the after-school program.

## **CLEVER ENDEAVORS EARLY CARE & EDUCATION INC.**

*Preschool Teacher*

*Orange, CA*

*January 2012-August 2016*

As a dedicated preschool teacher for four-year-olds, I consistently delivered top-notch education and care.

- Skillfully managed a classroom of up to 12 children, fostering an enriching learning environment.

- Maintained open lines of communication with parents, offering regular updates, educational insights, and addressing queries.
- Developed and executed comprehensive lesson plans across various subjects, stimulating holistic child development.

**EDUCATION & PERMITS**

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**CONCORDIA UNIVERSITY**

*2019*

Master of Education: Early Childhood Education Curriculum and Instruction

**CALIFORNIA STATE UNIVERSITY, FULLERTON**

*2013*

Bachelor of Science: Child and Adolescent Development

**CALIFORNIA COMMISSION OF TEACHER CREDENTIALING**

*2023*

Child Development Program Director Permit

**CPR/FIRST AID/AED CERTIFICATION**

*2025*

**PREVENTIVE HEALTH AND SAFETY**

*2024*