

## Job Announcement - Director

<b>Job Title:</b>	Director
<b>Position Supervises:</b>	Teachers, Teachers Assistants, and Administrative Staff
<b>Type:</b>	Full Time, Exempt Position
<b>Salary:</b>	DOE
<b>Benefits:</b>	Health Benefit Reimbursements, Profit Sharing

### **Position Description:**

Wonderland is located in Cupertino, California, on a rare 1.5 acre site and offers families a preschool and afterschool program. We have full enrollment in our preschool along with a waitlist. We are ready to expand our program and looking for an experienced candidate with an entrepreneurial spirit to nurture and grow our center. Wonderland is seeking a Director who can bring innovative and creative ideas to enhance and strengthen the quality of experiences for both children and families. We have exciting opportunities for growth in both the afterschool and preschool programs and take pride in the fact that children have access to at least half an acre of indoor and outdoor areas. The ideal candidate can demonstrate skills in leadership, collaboration, effective communication, building partnerships with the community and families, set and accomplish goals and work independently.

### **Responsibilities:**

- Develop, organize, and implement quality education programs for preschool and school age children.
- Ensure that program budgets are efficiently managed.
- Promote and maintain effective practices in curriculum, child interactions, and communication with families.
- Responsible for the hiring, training, supervision, and evaluation of all assigned staff.
- Ensure all teaching staff have ongoing professional development training.
- Meet with assigned staff on a regular basis for individual reflection and feedback.
- Work collaboratively with the Assistant Director and teaching staff, to ensure and strengthen systems that support day to day operations.
- Adhere to and maintain all licensing regulations.

### **Education & Qualifications:**

- Possess current and active Site Supervisor/Director Permit under California Licensing.
- Prefer minimum of 3 years work experience in a similar position with preferred minimum of 2 years work experience supervising others.
- Bilingual in Chinese/English a plus, but not required.
- Sense of humor a plus plus!
- Possession of a valid California Driver's License and use of an insured, non-agency vehicle.

**Core Competencies:**

- Demonstrate understanding of ethical and professional practice.
- Demonstrate understanding of developmentally appropriate practices.
- Respect the diversity and backgrounds of parents, children, staff, and community.
- Able to demonstrate strong oral and written communication skills.

**How to Apply:**

You can apply by emailing [wonderlandchineseschool@gmail.com](mailto:wonderlandchineseschool@gmail.com). Please submit a cover letter and resume as an attached PDF or Word document. Please reference “Director” in the subject line.