Position Announcement
Infant/Preschool Site Manager, Wah Mei School

Agency Overview. Wah Mei is a nonprofit organization created to provide a safe and nurturing, high-quality Chinese-English bilingual/bicultural education that promotes early child development, while building a supportive community for families. Wah Mei leadership supports a learning environment for caring staff to provide healthy happy early experiences within well-equipped facilities. Effective January 2020, Wah Mei will build on its over 40 years of experience and assume management of two federally-owned preschool sites, one in the San Francisco Financial District (50+ zero to five-year-old children) and one in the Civic Center (100+ zero to five-year-old children). Wah Mei has an immediate need for the right persons to join our vibrant community.

Position Overview. Wah Mei seeks four Site Managers: one for its Judah Street site, one for the Financial District Site, and two for the Civic Center site. The Site Managers will be responsible for overseeing all aspects of their site, including inspiring and supervising the teaching staff, managing the operational details, and building the community. Additionally, the Site Managers for each facility will work together under the direction of the Program Director to create within Wah Mei a seamless and supportive system for early child development. Site Managers must lead with positivity and must model Wah Mei’s core values to: employ bicultural education to prepare children to be global citizens in a fun and developmentally appropriate environment; nurture the uniqueness of each child; encourage and foster diversity; and maintain deep, trusting and collaborative relationships with families and the community. The position is exempt and offers benefits and competitive pay, commensurate with experience.

Perform all duties as necessary or assigned, including key responsibilities in three major areas:

Management and Administration:

- Maintain a high-quality child development program that meets California, Federal and other funding source requirements. Ensure smooth day-to-day operation of the site, including keeping administrative records and ensuring appropriate documentation;
- Plan, provide and evaluate indoor and outdoor environments, learning tools and supplies, to ensure environment is safe, developmentally appropriate, encourages exploration, and promotes learning;
- Under direction of the Program Director, assist with grant applications, monitor requirements for contracts, ensure program deliverables are met, prepare timely and complete reports, evaluate program goals and make recommendations for restructuring;
- In collaboration with management team, coordinate and evaluate center processes, policies and procedures, including programmatic and enrollment policies to ensure full enrollment for Center; be proactive in addressing any issues that may impact the positive atmosphere in the Center;
- Supervise site staff, including administration of PTO, arranging for substitute teachers, deploying floaters, managing meals, and attending to other tasks necessary for smooth operation of the site.

Pedagogical Leadership:

- Model effective teaching and warm and positive interaction with infants and preschoolers and ensure that all staff and volunteers interact with infants and preschoolers in equally positive ways;
- Create a professional learning community by developing appropriate onboarding for new staff, supporting quality teaching, supervising and coaching staff in day to day teaching practices that are responsive and flexible and meet the educational needs of children with an emphasis on social, emotional, physical, cognitive, language and aesthetic development.
- Ensure that the services of independent contractors (e.g., Speech, Language, WestED, RAMS) are integrated with the teaching team, are responsive to classroom needs, and are within the requirements of state and local regulations;
Liaison to Parents and Community:

- In partnership with the Communications/Events Coordinator, prepare communication vehicles and plan events, such as orientations, parent’s nights, speaker events and field trips, to foster connections with the parent/caregiver community;
- Guide teaching staff in daily communications with parents and caregivers;
- Represent the site, as appropriate, to external funders, government agencies and constituencies
- Engage the parent and caregiver community and, bridge connectivity between the site and the broader Wah Mei community;

Knowledge, Traits and Other Requirements. Wah Mei welcomes applications from persons who are reliable, and have the ability to work in, and lead, a team to create a positive learning environment for all. The ideal candidate will love children, be self-motivated, have excellent verbal and written English communication skills, have familiarity with standard computer applications (MS Word, Excel, etc.) and high emotional intelligence for effective relationships with staff, caregivers and children. Excellent planning and organizational skills and an attention to detail and effective documentation is critical. Cantonese or Mandarin proficiency is a plus. Additionally, the candidate must:

- Hold a California Department of Education Child Development Site Manager Permit; Director level permit preferred
- Hold a Bachelor of Arts degree in Early Childhood, Social Welfare or equivalent field
- Have a minimum of 5 years’ experience teaching in an early child education setting
- Have at least 3 years’ management experience
- Have familiarity with current assessment tools, such as DRDP, ECERS, ASQ, ASQ-SE
- Provide TB and medical clearance
- Pass fingerprint and Federal clearance
- CPR and First Aid Certification preferred

To Apply, please send resume and cover letter indicating your interest to hr@wahmei.org. Please include three references, including their relationship to you and how long you have known them.