

Gatepath's
Learning Links
preschool

Now hiring: Inclusive Preschool Site Director
Burlingame, CA

The mission of Learning Links Preschool is to provide the highest quality care, while creating a nurturing and supportive community of children, parents and highly skilled staff. Through an inclusive program that attends to the whole child, we seek to enrich every child's experience. Through a partnership of parents and staff, we provide a model community that will sustain and enrich our children throughout their lives.

The Site Director is responsible for operational oversight and management of day to day functions of the Learning Links programs and ensures that the Learning Links Preschool fulfills its philosophy and mission as a high quality early childhood education program.

Essential responsibilities:

- Supervise day-to-day operations of Learning Links Preschool
- Support recruitment and onboarding of new preschool staff; conduct on-going performance evaluation, mentoring, and support for preschool teachers
- Ensure compliance with Community Care Licensing requirements (policies, documentation, student file maintenance, etc.)
- Oversee enrollment process from start to finish, including tours, cultivation of new prospects, develop strategies for recruitment, and management of waiting list and current enrollment schedule
- Manage parent/family relations; orient new families, manage parent communication, and create opportunities for parent involvement
- Implement and manage the NAEYC accreditation process
- Implement DRDP assessments for all children in the program and track outcomes of DRDP data and student progress
- Oversee preschool cost spending, manage preschool budget, and report revenue and program outcomes

Essential qualifications:

- Ability to effectively manage staff
- Ability to oversee and develop engaging and age appropriate instruction to preschool age children that aligns with early childhood development curriculum standards
- Knowledge of computer systems including Outlook, Word, Excel, and Salesforce
- MA in Early Childhood Education or Early Childhood Special Education
- Required 24 ECE units with 3 units of Supervision, or BA in Child Development with a Supervisor Permit through CTCC
- Experience teaching, and managing or directing a preschool (or equivalent experience)
- Experience with an inclusive education model

See our website for more information: <http://www.gatepath.org/Burlingame-Preschool>

Please send RESUME and TRANSCRIPTS to
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