

## Assistant Director of Early Childhood Programs

### Job Description

The Assistant Director of Early Childhood Programs works in close partnership with the Director to lead the day-to-day operations of all programs, ensuring a safe, smooth, and high-quality experience for children, families, and staff. Serving as the on-site operational lead during program hours, the Assistant Director is the primary point of contact for families and team members, fostering clear communication and a responsive, supportive environment.

In collaboration with the Director, this role translates program vision into daily practice—supporting staff, strengthening systems, and ensuring consistency across classrooms and program offerings. The Assistant Director plays a key role in guiding the implementation of high-quality Chinese immersion programs, helping ensure that language learning is meaningfully integrated into children’s daily experiences through play, relationships, and cultural connection.

This position also supports the planning and implementation of engaging, developmentally appropriate experiences that reflect the program’s philosophy and honor both linguistic and cultural diversity. The Assistant Director balances hands-on leadership with thoughtful coordination and oversight, contributing to a joyful, well-organized, and culturally rich learning environment throughout the school year.

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### Qualifications

#### Basic Requirements

- Must be at least 21 years of age
- Must meet all California licensing requirements and center/school requirements
- CPR and First Aid Certification (or willingness to obtain upon hire)

#### Education & Experience

- Minimum of 2 years of leadership experience in a licensed early childhood bilingual or immersion program required (Site Supervisor experience preferred)
- Strong understanding of language development, developmentally appropriate practices and play-based learning
- Knowledge of current research and best practices in early childhood education
- Thorough understanding of CA licensing regulations and compliance requirements

## **Assistant Director of Early Childhood Programs**

### Leadership & Professional Skills

- Proven leadership with strong team-building and collaborative skills
- Demonstrated ability to coach, mentor, and support staff in both instructional practices and classroom management
- Ability to support teachers in integrating language development and cultural learning into daily routines
- Highly organized, adaptable, and effective in a dynamic environment
- Strong administrative, problem-solving, and time management skills

### Communication & Cultural Competency

- Excellent interpersonal, written, verbal, and listening skills
- Ability to build strong, respectful relationships with diverse families and staff
- Bilingual in English and Mandarin Chinese strongly preferred
- Appreciation for and ability to support Chinese language development and cultural learning within an early childhood setting

### Physical Requirements

- Basic computer proficiency
- Ability to lift up to 40 pounds
- Ability to work both indoors and outdoors
- Able to assume low-level postures (e.g., sitting, kneeling, bending) to maintain active supervision of children
- Sufficient vision and hearing to ensure children's safety and active engagement in daily activities

### **Application Documents**

Please submit the following materials:

- Resume
- Cover letter describing your experience and interest in early childhood leadership and Chinese immersion education
- Copies of relevant permits or proof of qualifications
- 2–3 professional references