

Job Title: Director, Early Childhood
Department: Early Childhood
Reports To: Chief Operating Officer

FLSA Status: Exempt
Prepared Date: September, 2107

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: *K'lal Yisrael* (Jewish Peoplehood), *Hachnasat Orchim* (Welcoming Everyone), *Limud* (Learning), *Simcha* (Joy), *Derech Eretz* (Respect and Common Courtesy), *Shmirat haNefesh v'haGuf* (Taking Care of Oneself, Body and Soul), *Kehillah shel Chaverim* (A Community of Friends).

Position Summary:

The Director, Early Childhood is accountable for assuring industry-leading, value-based excellence in the SJCC's Early Childhood School (ECS) and Early Childhood programming. This position has direct oversight of the SJCC Early Childhood School (ECS), and is responsible for ensuring that ECS and other programming for children ages 0-5 and their families is aligned with and advances the SJCC vision and mission. The Director, Early Childhood, is an integral member of the senior management team of SJCC, which is responsible for the overall leadership of the organization.

Essential Duties and Responsibilities:

- Ensure ECS programs meet the highest standards of early childhood education and care and are well-represented in the early childhood field, Jewish community, and to outside agencies.
- Drive a clear vision for the Early Childhood program and implement it throughout the Early Childhood School and other programs at the SJCC.
- Align ECS operations with programmatic goals, ensuring that key priorities such as documentation; incorporating aspects of the Reggio Emilia, child-centered, and constructivist educational approaches; and the JCC Association Sheva learning principles are executed consistently across the school.
- Manage the ECS leadership team, and then the extended faculty.
- Establish and nurture positive relationships with families, building and cultivating community across and beyond ECS.
- Manage to business goals, including but not limited to budget compliance, viable enrollment, and appropriate staffing models.
- Ensure the school is in compliance with the Department of Learning's Licensing Requirements for Early Childhood Schools.
- Ensure Judaic philosophy is clearly articulated and visible to program participants, faculty, and families.
- Establish communication system to clearly articulate ECS philosophy and vision (Judaic Culture, Reggio Emilia Inspired Practice, and Developmentally Appropriate Practice) through work with children, parents, and professional colleagues.
- Ensure the ECS parent and faculty handbooks are current, relevant, and consistent with Licensing Requirements and Organization policy.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Other duties as assigned.

Supervisory Responsibilities:

This position manages employees in the Early Childhood School including the ECS Associate Directors, Teachers/Support Faculty, Education Coordinators, Clinician/Consultant, Atelierista, Pedagogical Coordinators, and the ECS Administrator. Responsibilities include interviewing, hiring, orienting, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Bachelor's degree (B. A.) from a four-year college or university, or equivalent combination of education and experience, is required. At least five to ten years of experience teaching and/or administration in early childhood education is required.

Previous experience and/or current skills must include: ability to work effectively, both independently and as part of a team; demonstrated leadership qualities and ability to maintain integrity; ability to maintain confidentiality and discretion; ability to build a cohesive team and be flexible; knowledge of developmentally appropriate practices and programming; ability to articulate influences of Judaic culture and the Reggio Emilia-inspired approach to the classroom educators and parents; organize the classroom environment and experiences with Judaic culture and the Reggio, Constructivist, Child-centered Learning principles in mind; sensitivity to cultural differences; ability to create a positive and harmonious workplace; ability to understand individual leadership and learning styles and their influence on the wellbeing of the classroom team and climate of the ECS.

Certificates and Licenses:

Knowledge of and adherence to the Department of Early Learning (DEL) minimum licensing requirements is essential. Position must assist with any relevant licensing issue; oversee, analyze, and help design ECS functioning in accordance with licensing guidelines; ensure parent and faculty handbooks reflect most current DEL policies and practices.

Computer Skills:

Proficient experience and knowledge of Microsoft Word, Excel, Outlook, and Powerpoint is required.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, students, guests, parents, employees, and the general public.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk, hear, stand, and walk. The employee is occasionally required to stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The incumbent may be required to carry children and materials (presentation) weighing up to 25 lbs on an occasional basis.

Environmental Conditions: The work is typically performed in an early childhood school environment, both indoors and outdoors, with a moderate to loud noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel may be required.