

Director of Temple Chai Early Childhood Center

The Temple Chai Early Childhood Center (ECC) imparts a warm, welcoming environment that raises caring and creative children. We seek an experienced and nurturing leader who believes that early childhood education is the most integral period in human growth and development, creating the foundation and pathway for success. We do this by providing a safe, loving, child-focused environment in an atmosphere rooted in Jewish tradition. The Director understands how crucial it is to build and enhance relationships with families, children, educators, and all Temple stakeholders.

The Director of Early Childhood Education will oversee the ECC program currently serving 80+ children and constantly growing. The Director of Early Childhood Education will also oversee a staff of 20+ educators of all different backgrounds. The Director is knowledgeable of Jewish values, customs, and learning or is eager to learn more about Jewish education. They are able to support their diverse staff with prioritization of Jewish learning and integrating Judaic education into our Reggio Emilia inspired/student-centered learning model. The Temple Chai ECC program is open to members of the temple and of the broader community. The ECC serves families of diverse cultural and religious backgrounds.

Core Responsibilities:

a. Staff Management

- Recruit, interview and determine the selection promotion, or dismissal of all ECC personnel within established protocol.
- Maintain a climate that attracts and retains a highly qualified staff.
- Directly supervise all ECC teachers and staff and conduct performance evaluations in accordance with current policy.
- Work with the leadership team to establish, implement and hold educators accountable for classroom policies and initiatives.
- Oversee all staff management and handle issues that arise in a timely and appropriate manner.
- Manage staff time-off requests and determine substitute coverage for classrooms.
- Create systems, policies, and procedures with the assistance of all staff and implement them in swift fashion.

b. Education Leadership & Professional Development

- Design, coordinate and supervise curriculum programming that is inspired by Reggio Emilia instructional strategies or similar student led learning models
- Ability to mentor and inspire teaching staff through the creation of robust learning opportunities both in staff meetings and one-on-one mentor opportunities.
- Support educators of diverse spiritual backgrounds to ensure Jewish values and learning are present in classrooms.
- Co-create vision and mission of the ECC with all important stakeholders.
- Partner in creating behavior policies and procedures using the Conscious Discipline approach.

c. Health, Safety and Licensing

- Comply with all licensing requirements as set by the state and any other local agencies.
- Effectively communicate important licensing updates with the Executive Director and Senior Rabbi
- Set ECC policy and protocol based on state regulations with regard to staff and children illness and vaccinations, etc. (in conjunction with the policies/health and safety committee)

- Interpret and regulate all Covid-19-related issues and safety practices as long as deemed necessary.
- d. Financial & Business Management**
- Establish and maintain the ECC budget and projections in collaboration with the Executive Director and Senior Rabbi
 - Manage DES Grant money and reporting.
 - Supervise and manage employee records and payroll with existing established protocols.
 - Communicate any financial needs with the Executive Director and Senior Rabbi with (minimum) monthly budget reports.
 - Work with accounting department to stay current with tuition collection and payroll.
- e. Family and Community Communication & Engagement**
- Provide ongoing, consistent written and oral communication with parents and families.
 - Participate in regularly scheduled parent meetings and attend parent committee meetings.
 - Meet with parents as needed to support in conflict resolution.
 - Participate in (and collaboratively join in planning, as appropriate) ongoing community events, celebrations and functions hosted by the Temple Chai community.
 - Promote and market Temple Chai ECC to increase student enrollment by providing opportunities for prospective families to interact with the Temple Chai ECC and Temple Chai congregational community.
 - Participate in member engagement activities to increase temple membership.
 - Lead and support family engagement activities to connect ECC with temple and pave the pathway from ECC enrollment to temple membership (i.e., parent education, social programs, young family retreat), in partnership and conjunction with Senior and other staff members.
- f. Collaborative Leadership**
- Work closely with Senior Staff members of Temple Chai
 - Attend Temple Chai Senior Staff Meetings as a Senior Staff member and fulfill all duties of Temple Chai Senior Staff member.
 - Collaborate with other Directors and early childhood leaders locally and country wide.

Qualifications:

- Bachelor's degree in early childhood education, or related field. Master's Degree in Early Childhood Education and/or Educational Leadership preferred.
- Minimum of 5 years of experience in early childhood education field
- Experience with employee management and program/school management.
- Trained in Conscious Discipline or similar evidence-based, trauma-responsive approach to supporting students' social emotional learning practices.
- Excellent computer skills (MS Office suite)
- Familiarity with Jewish customs and practices
- Covid-19 vaccination and booster
- Excellent multi-tasking skills and able to juggle multiple priorities at once.

Core Competencies:

Interpersonal Skills: Demonstrates the ability to lead others. Demonstrates skills of active listening and openly accepts feedback from stakeholders at the ECC. Productively engages and resolves conflicts. When appropriate, hold others accountable in a productive, constructive and kind manner.

Effectively Manages & Supports Team: Guides staff in sharing best practices and identifying and solving common problems. Works with leaders to regularly assess the culture and well-being of staff members. Mediates and supports staff members when conflict arises through meaningful and supportive conflict resolution.

Early Childhood Best Practices: Demonstrates the knowledge and skill of early childhood education evidence-based learning styles that are age appropriate and supportive of the social emotional and academic growth of a child.

Judaic Learning & Values: Demonstrates the ability to support educators, students and families with Jewish learning in their classrooms. Demonstrates an openness to learning more about Jewish learning if not from a Jewish background.

Full Time Employee. Involves some nights as our facility is open until 5:30pm. Occasional nights and weekends for programs, holiday observances, and special events.

Salary Range: \$80,000-90,000

The Director of Early Childhood Education reports directly to the Senior Rabbi and is an active member of the Temple senior staff team.

Applications/Resumes can be submitted to LKLevin22@gmail.com