



**POSITION: Preschool Director**

FLSA Status: Exempt

Reports to: Director of Education

**Overview:** Gan Shalom: The Jewish Center for Early Childhood Development opened in September, 2013. The facility is licensed for 50 children and the program is growing.

**Summary:** This year-round, full-time position oversees and supervises the Gan Shalom weekday preschool and summer program for ages 2 – 5. The ideal candidate will provide leadership and direction for a growing program.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Adhere to all licensing regulations required by the Department of Human Services
- Maintain a safe, secure, fun, and educationally-sound environment
- Develop marketing and enrollment materials to ensure the facility operates near licensing capacity
- Provide promotional opportunities for parents to become acquainted with the program through center tours, open houses and participation in the Federation programs
- Work with the Director of Education, Parent Advisory Committee and area clergy to address specific requests and challenges related to curriculum, Judaic programming, kashrut and other issues
- Adhere to the strictest level of confidentiality in all matters related to children and their families
- Recruit qualified staff and maintain staff to children ratio requirements
- Train teaching team, providing regular feedback on performance and support for development
- Work with staff to offer children a developmentally appropriate curriculum
- Manage scheduling of teachers, van transportation, meals, Shabbat program, and other special activities
- Work with Director to adhere to Kosher Kitchen guidelines, providing fresh and Kosher snacks/meals
- Keep parents informed through regular communications, utilizing website blog, email newsletter, and other communications
- Contribute to e-news and the Jewish Press to promote the school and create community support
- Work with Director of Education to develop and manage the annual budget
- Recommends a competitive tuition schedule that ensures a positive budget (taking into consideration the Federation's scholarship commitment)

**Supervision**

This position reports to the Director of Education and participates as a member of a collaborative team. S/he works closely with the Director to determine needs and to maintain a high-quality education program that serves our community's youngest members.

**Education and Experience:**

- B.A./B.S. degree in Education or related field required
- Master's degree in Early Childhood Education, Child Development or related field preferred
- 5+ years working with young children
- Strong organizational and interpersonal skills, with keen attention to details
- Knowledge of Jewish life, traditions and culture and the ability to impart Judaism appropriately in a pluralistic early childhood setting
- Knowledge of Creative Curriculum preferred
- Computer literate
- Resourceful
- Fiscal management skills

**Language & Communication Skills:**

Strong communication skills (person-person, over-the-phone, email, social media, small group presentations); must be able to communicate with staff, parents, and young children; ensures strict confidentiality of privileged information.

**People Contact:**

Position requires significant interaction with adult staff, children, and family members in the community.

**Decision Making:**

Requires the ability to think strategically and creatively about the preschool experience and how to improve programming and operations. Must be flexible and eager to be part of community-wide growth.

**Physical Demands:**

- The employee is required to talk and hear
- Ability to use hands to finger, handle or feel
- Ability to reach with hands and arms
- Ability to lift and move awkward items (e.g. play equipment)
- Ability to work "and play" outside in various kinds of weather

**Work Environment:**

- The employee may be exposed to temperature changes
- The employee may be exposed to moderate noise level (typical office conditions)
- The employee will be working both inside an office and outdoors with adults & children
- Must maintain adherence to all company policies and procedures

**Work Schedule:**

- Work schedule is year-round, generally 40 hours during each work with occasional evening or weekend work as directed by work schedule, programs and deadlines
- Director is not expected to work on Shabbat nor on Jewish Holidays (as reflected on school calendar)