

Early Childhood Center Director Job Description

This description was created for a congregation in New Jersey, and therefore contains references to New Jersey and its various governmental departments. When adapting this description for your congregation, simply update the references as appropriate, and consider including additional references to other local entities.

Education/Experience/Training/Professional Development

- Bachelor of Arts or Science
- Master's degree (preferred)
- Experience in early childhood education (three year minimum)
- Strong understanding of tenants of Reform Judaism
- Membership in Early Childhood Educators of Reform Judaism (ECE-RJ)
- Ability to relate sensitively and appropriately to young children and families
- Ability to integrate the ECC into the larger congregation and greater Jewish community

Supervision

- ECC director supervises: the assistant director; the administrative assistant; all ECC staff (full- and part-time); student teachers; substitute teachers; and other staff, as required
- ECC director is supervised as mandated by the congregation's bylaws

Duties and Responsibilities

- Licensing
 - Comply with all licensing requirements as set forth by the State of [New Jersey Division of Health and Human Services], [New Jersey Department of Health] and any other relevant state and local regulatory agencies
 - Comply with all requirements relating to ECC accreditation with the National Association for the Education of Young Children (NAEYC)
 - Prepare, maintain and submit all records as necessary and in a timely manner
 - Conduct monthly fire drills
- Curriculum: Establish and implement a curriculum for the academic year and for the summer program.
 - Curriculum should incorporate the NAEYC approach to learning
 - Curriculum will incorporate the main tenets of Reform Judaism as set forth by the Union for Reform Judaism and as adopted by this congregation and its clergy and Board of Trustees
- Professional Development: Committed to continued professional development for yourself and all staff members which includes but is not limited to: conferences, meetings, activities, lectures and workshops
- Policies and Procedures: In collaboration with the ECC Committee, establish, implement, maintain, update and enforce the policies and procedures of the ECC and publish such policies and procedures in a parent handbook and staff manual
 - For temple-wide consistency, policies and procedures will incorporate similar policies and procedures set forth by the congregation's Board of Trustees
 - Input regarding policies and procedures may come from the clergy and/or the congregation's professional staff and Board of Trustees

Supervise Assistant Director, Teachers, Administrative Assistant and Other Staff

- Hire & Train ECC Employees
 - Recommend to the board the hiring of assistant director (if needed) and administrative assistant
 - Hire qualified full-time and part-time teachers, substitute teachers, volunteers and other staff to effectively implement the ECC program
 - Prepare and provide orientation and training for assistant director, administrative assistant, all ECC educators, ECC staff and volunteers
 - Develop relationships and maintain active list of auxiliary professionals, such as speech pathologists, mental health specialists, occupational therapists and pediatric neurologists to utilize for staff training or professional development and to recommend to parents when necessary
 - Maintain an active substitute teaching list, and arrange for substitutes as needed
- Review & Terminate ECC Employees
 - Recommend to the board a salary schedule to for all ECC staff
 - Observe and evaluate on a regular basis: assistant director, administrative assistant, all teachers and other ECC staff
 - Prepare annual written review of performance to be maintained in their personnel file and signed by the ECC director and staff member
 - Recommend any changes, if necessary, in the employment of all staff members
- Meetings with Assistant Director, Administrative Assistant, Teachers, Volunteers and Other ECC Staff
 - Plan and conduct monthly ECC administrative, teacher and staff meetings
 - Meet with assistant director and administrative assistant as often as appropriate and necessary
 - Meet with all teachers and staff at regular intervals to:
 - Guide teacher interactions with children, parents, volunteers and other congregational staff
 - Discuss each child in each class and advise and assist in the preparation of individual child reports as necessary
 - Oversee parent/teacher conferences twice during the school year
 - Meet with parents whenever necessary to discuss concerns regarding their children and make referrals if necessary; follow up with each family as appropriate.

Enrollment

- Oversee all written information (including on social media channels), letters, brochures and pamphlets describing and advertising the ECC program; information is to be disseminated to prospective parents and the community
- Respond to all enrollment inquiries
- Conduct tours of the ECC facilities for prospective parents
- Determine class size, schedule and placements
- Observe children in their classrooms as often as possible
- Maintain records for each child in their personal file

ECC Director Relationship with Congregation's Professional Staff and Lay Leadership

- Finances
 - Prepare annual budget, with assistance of the ECC's board liaison, for submission to the Finance Committee and Board of Trustees
 - Maintain complete and accurate financial records
- Reports, Correspondence, Advertising and Public Relations: ECC director is responsible for the following
 - Correspondence to ECC families and congregation members as it relates to the ECC

Early Childhood Director Search: Job Description

presentation of an ECC report at the annual congregational meeting

- Written materials relating to the ECC on the congregation's website
- Submission of articles for the congregational newsletter
- Advertisements and publicity for ECC
- Meetings: Represents ECC by regularly attending meetings with: the Board of Trustees; clergy; congregational senior staff; and the ECC Parent Committee
- Building, Grounds & Equipment Maintenance
 - Supervise the maintenance, cleaning and repairs to indoor and outdoor equipment as part of the ECC program
 - Recommend to the board all purchases, repairs or changes to ECC facilities, including equipment
 - Orders all supplies and materials as needed

ECC Parent Committee

- Participate in monthly meetings of the ECC Committee as an ex officio member
- Assist the co-chairs of the ECC Committee in setting the monthly agenda for the ECC meetings
- Present the ECC director's report at the ECC Committee meeting
- Advise the ECC Committee co-chairs and executive Board of Trustees liaison of all relevant information and current operations
- Guide the ECC Parent Committee with special programming opportunities, which might include social, charitable and educational activities for children and their parents.
- Guide the ECC Parent Committee in collecting, maintaining and disbursing funds, including, among other things, the ECC Parent Committee Scholarship Program.

ECC Director's Interaction with the Local Community

- Greet ECC parents, children and visitors and escort them through the ECC as necessary
- Inform and encourage current and prospective ECC families about membership in the congregation and about the programs and activities available to all ECC families
- Participate in community activities to maintain the ECC's high profile in Jewish early childhood education
- Meet with other early childhood center directors to further personal and professional growth and to revise ECC programming to remain competitive and current

ECC Director Annual Review

The chairperson of the ECC Committee (board liaison), in conjunction with the congregation's vice president responsible for the ECC, will consult with clergy and professional staff to review the performance of the ECC director in an annual written review.