

Early Childhood Director Search: Evaluating Candidates

Early Childhood Director Search Evaluation/Rating Tool

Once you have a pool of candidates (perhaps during the second round of interviews), consider using this evaluation/rating tool to help identify which candidates will move forward in the process.

Skills

Skill Base	1 (not at all)	2 (somewhat)	3 (moderate)	4 (strong)	5 (strongest)
Understands child development					
Master teacher					
Displays leadership characteristics and behaviors					
Ability to supervise					
Experience in staff training					
Knows how to help staff grow and be successful by learning from mistakes					
Displays interpersonal skills					
Shows evidence of a strong ego balanced by a “team player” attitude					
Verbal and written communicator					
Is well organized					
Possesses expertise in special education					
Possesses expertise in curriculum development					
Possesses expertise with relevant computer systems					
Possesses expertise in budgeting and finance					
Possesses expertise in public relations and marketing					
Displays understanding of community-building strategies from within the congregation as well as the greater Jewish and local communities					

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Character/Personality

Skill Base	1 (not at all)	2 (somewhat)	3 (moderate)	4 (strong)	5 (strongest)
Self-starter					
Able to function independently					
Team player					
Ability to set boundaries for self and others					
Is a direct communicator					
Is assertive and appropriate					
Love people					
Is a positive person					
Compassionate					
Diplomatic					
Knows how to negotiate					
Ability to tell people what they need to hear in a way they can hear it					
Innovative					
Creative					
Nurturing					

Experience/Degree Level

Skill Base	1 (not at all)	2 (somewhat)	3 (moderate)	4 (strong)	5 (strongest)
Holds a master's degree in education OR early childhood OR psychology OR child development OR social work					
Has five or more years of teaching experience					
Has five or more years of supervisory experience					
Has five or more years of experience as a director					
Has experience facilitating a "Parent and Me" program					
Displays mastery of coping with standard operations challenges and crises					

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Jewish Knowledge and Orientation

Skill Base	1 (not at all)	2 (somewhat)	3 (moderate)	4 (strong)	5 (strongest)
Able to read prayer book Hebrew					
Able to translate prayer book Hebrew					
Possesses a basic Hebrew vocabulary					
Possesses a strong Jewish literacy base					
Possesses a comprehensive knowledge base of the Jewish calendar					
Possesses a comprehensive knowledge base of the Jewish life cycle					
Is able to serve as a model of Jewish commitment					
Possesses expertise in raising a Jewish child					
Is a practicing non-secular Jew					
Is liberal and progressive					
Displays a love of Judaism and love of Jewish people					