



The Jewish Community Center has a part time opening for a **Manager, Child Success** to join our Early Childhood team. This part time position is expected to average 27.5 hours per week. Position is located at our Creve Coeur and Chesterfield locations (scheduled). Candidates should have availability to attend monthly evening staff meetings and the occasional evening meetings for the department.

#### **SUMMARY:**

This position is responsible for creating and actively promoting a comfortable and welcoming environment where every member is treated with dignity and respect with specific responsibilities described below. The majority of these responsibilities are across both our Chesterfield and Creve Coeur locations except where noted. This position will ensure every child has a successful entry and experience in our centers.

*The Early Childhood Centers* serve approximately 225 children of culturally diverse backgrounds each year. The programs are accredited by the State of Missouri and licensed by the Missouri Department of Health and Senior Services. They provide full day care for infants from six weeks of age up until pre-kindergarten and also support the operations of the agency's extensive children's day camp. We utilize the Project Construct Curriculum Framework and focus on character-development, value driven programming (through the lens of Conscious Discipline) for our students.

**SUPERVISES:** When needed, act as on duty supervisor of teachers within 10 classrooms (Infant through 5 years of age)—approximately 40 FT staff and 10 PT staff, including ECE Administrative Assistant.

#### **RESPONSIBILITIES:**

- Implements the daily philosophy and goals of the J's ECE program and uses knowledge of children's unique needs to implement and embed supportive techniques in the classroom.
- Provide support and resources for crisis intervention for teachers and children as needed.
- Develops Individual Student Plans (ISP) for children within the center and scheduling and attending parent/teacher meetings to support ISPs as needed.
- Supervise and review staff preparation of parent-teacher conferences; participate in conferences when appropriate (SFC location only).
- Schedule and give tours to prospective families. Assist in orienting families to the Early Childhood program and inform them of center policies through school tours, enrollment meetings, orientation meetings, parent manual and other available resources and opportunities that arise. Implement a child intake process to ensure a families and staff feel comfortable during the enrollment process (SFC location only).
- Act as a role model for teachers to help in working successfully with children with unique needs.
- Welcome and greet parents and children on a daily basis
- Attend staff meetings and in-services as required, including Program Staff meetings when requested.
- Attend and actively participate in regular ECE Management Team meetings
- Confer with teachers, including Assessment Facilitators, consulting agency staff, parents and specialists to be alert to early intervention concerning medical, emotional, learning or psychological problems of children.
- Work with auxiliary staff such as JFS, Federation, etc. to facilitate communications and paperwork between the auxiliary staff, parents and teachers.
- Liaison with Special School District and therapists as needed.
- Develop methods for staff to embed IESP goals into the natural flow of the child's day. Monitor progress of IESP goals and objectives within the classroom.
- Provide training and support to staff and parents and needed.

- Assist teachers with the development of strategies to improve facilitating children’s learning and serve as a resource person in all aspects of the classroom including assessment and documentation, child guidance, creating a positive learning environment, and communicating with families.
- Periodically visit Camp Koplak and Camp Essman Katan to ensure early childhood children and families are succeeding in that environment
- Other tasks/projects as assigned

**MINIMUM QUALIFICATIONS:**

- BA/BS degree in Special Education or related field required; Masters Degree Preferred. Experience with early childhood development is required.
- Knowledge of developmental disabilities and appropriate practices.
- Knowledge of developmentally appropriate educational practices and legislation, regulations, licensing and resources related to the field of early childhood is required.
- Ability to implement IESP’s and work in a team with families and staff.
- Experience in a constructive or Reggio inspired environment preferred.
- Strong speaking and writing skills and ability to articulate the organization’s mission and core values, particularly to parents, staff, potential donors, and the external constituency.
- Must be proficient with computers and have demonstrated ability to use Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook). Should also have demonstrated ability to learn new software programs as there are additional software tools to learn as part of our operations.
- Excellent organizational and administrative skills and ability to focus on multi-year goals and objectives
- Ability to demonstrate enthusiasm, energy, understanding, build consensus and work effectively with a wide array of individuals, including colleagues and lay leaders
- Openness to serving as a role model and acting in a professional manner that reflects good character and ethics
- Able to physically stand, walk, bend, stoop, kneel and lift children up to 50lbs.
- Able to accompany children outside to playground, to gym class, and to swim class (teachers are in the water)

**Early Childhood employees are required to become registered with the MO Family Care Safety Registry. Active registration must be maintained for employment at our center. Annual TB testing and current Hepatitis A vaccinations are required per state regulations (provided as necessary). Passing of pre-employment physical and background screenings are required.**

To learn more about the J, please visit our website, [www.jccstl.org](http://www.jccstl.org)

To apply for this position, please submit your cover letter and resume to [careers@jccstl.org](mailto:careers@jccstl.org) . Please be sure to include the title of the position you are applying for, “Manager, Child Success”, in the subject line of your email. The J’s application is available for printing from the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security’s E-Verify program.