



The Jewish Community Center has an opening for a **Director of the Fox Early Childhood Education Center** at our Chesterfield location. This full time, exempt position is eligible for our employee benefits and discount package. While the position is primarily scheduled Monday-Friday, there are occasional evening and weekend hours for scheduled staff meetings, open houses, parent committee events, etc.

**SUMMARY:** *The Early Childhood Education Center at Fox* serves approximately 55 children of culturally diverse backgrounds each year. The program is accredited by the State of Missouri and licensed by the Missouri Department of Health and Senior Services. It provides full day care for infants from six weeks of age up until pre-kindergarten and also supports 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 for our students. The Director is responsible for the day-to-day operations at the Fox facility with specific responsibilities described below.

**SUPERVISES:** Primary supervisor of teachers within 5 classrooms (Infant through 3 years of age)—approximately 10-15 FT staff and 2 PT staff; supervisor of Fox ECE Administrative Assistant

**RESPONSIBILITIES:**

**SUPERVISION:**

- Hire, supervise, and assign teachers, ensuring each staff member has appropriate training, an updated copy of their Job Description, licensure requirements, Work Rules, guidelines, etc.
- Act as a mediator for staff teams when required to foster a team environment.
- Develop and regularly review staffing plan for all programs, working with Human Resources to hire as necessary.
- Supervise staff, including the documentation, observation, and evaluation of their performance.
- Provide leadership to children, parents and staff by role-modeling and problem solving; model great customer service and open communication
- Observe in every classroom regularly to develop relationships with each parent and each child. Be aware of children's progress and/or problems; provide coaching to teachers and families as appropriate.
- Supervise and review staff preparation of parent-teacher conferences; participate in conferences when appropriate
- Provide supervision of Fox ECE Administrative Assistant
- In conjunction with Family Engagement Director, plan and provide development opportunities for all staff
- Plan agenda and conduct monthly staff meetings

**CURRICULUM DEVELOPMENT:**

- Take personal responsibility to keep current on latest educational trends, management skills, supervisory techniques by attending workshops, classes, seminars and personal reading
- Responsible for planning and implementing programs and activities
- Provide curriculum resource materials to staff and review lesson plans weekly with staff

**GENERAL PROGRAM ADMINISTRATION:**

- Keep abreast of all developments within the entire Early Childhood program at the JCC; maintain ongoing communication with other Site Directors as well as Family Engagement Director
- Understand all ECE and Agency-wide policies and procedures and implement them
- Welcome and greet parents and children on a daily basis
- Attend Leadership Team and Program Staff meetings as scheduled.
- Proactively develop and maintain collaborative relationships with other program staff; seek opportunities to cross-sell and cross-program, finding ways to bring families into the JCC as a whole, not just ECE.
- Attend and actively participate in regular ECE Management Team meetings
- Confer with teachers, JF&CS/Belle Center staff, parents and specialists to be alert to early intervention concerning medical, emotional, learning or psychological problems of children.
- Respond to parent's questions, concerns or complaints in a timely manner always following through
- Schedule and give tours to prospective families
- Periodically visit Camp Essman Katan to ensure early childhood children and families are succeeding in that environment
- Other tasks/projects as assigned

**FISCAL RESPONSIBILITY:**

- With Accounting Department, supervisor and ECE Management team, develop, implement and ensure compliance with budgets
- Review monthly budget reports to ensure budget is on track with forecast
- Maintain and track classroom budgets to insure no classroom overspends, communicate with classrooms

**MARKETING & COMMUNICATION:**

- Work with the Marketing department on developing, designing, and implementing a marketing plan for the center.
- Prepare and distribute communications and memos (Newsletters, What's Happenings, etc.) to staff and parents via Eduloops, email, and hard copy.
- Work together with the Director of Community Relations to develop and send out customer surveys to parents each school year and as required for licensure/accreditation.

**ACCREDITATION & LICENSING:**

- With staff, ensure programs are in full compliance with DFS, Missouri Voluntary Accreditation and JCC policy as well as achieving and maintaining State of Missouri, DFS, Missouri Voluntary Accreditation and other licensing
- Prepare department (including program & paperwork review) for accreditation and licensing visits
- Collaborate with B&G staff to ensure regulations are up to standard

- Maintain qualifications to be listed on the JCC's State of Missouri ECE License

**MINIMUM QUALIFICATIONS:**

- BA/BS degree in Early Childhood Education (or related field) required; Masters Degree Preferred.
- Must be able to be a licensed Director under the State of Missouri's code.
- At least five years of increasingly responsible experience in the area of education of young children is preferred.
- Prior supervisory experience is strongly desired.
- Knowledge of developmentally appropriate educational practices and legislation, regulations, licensing and resources related to the field of early childhood is required.
- Project Construct training and experience is 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 (Eduloops, Pro Care, CSI) 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
- Judaic knowledge and a deep commitment to the JCC mission and vision
- 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.**

For additional information about the J, please see our website: [www.jccstl.com](http://www.jccstl.com)

To apply for this position, please submit your resume, cover letter, and salary requirements to [careers@jccstl.org](mailto:careers@jccstl.org).

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's EVerify program.