



JOB POSTING

The Jewish Community Center has an opening for a **Director, Early Childhood Education and Family Engagement** to join our team. This full time position includes our benefits package (medical, dental, life, LTD, ADD, pension, 403b, paid time off, etc.) Candidate for this position will be leading staff at both of our locations, Chesterfield and Creve Coeur, and must be able to travel to both sites as required.

SUMMARY: *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.

The Family Centers serve over 500 families with children ages 5 and under through special classes, events, and programs throughout the year. Activities include Tour De Fun outdoor carnival, Jewish holiday family events, open play times, playgroups, parent/child classes, parenting workshops, birthday parties, and other services to families with children 5 and under. A primary goal of the family center staff is to engage young Jewish families and connect them to other J programs and/or the Jewish community. Family Center programs are presented by the JCC Ruth & Harold Sher Center of Jewish Life.

Kid Zone/Game Zone areas serve approximately 2,500 children member visits a month, and is an essential function in providing a fun and interactive space, where parents can feel good about their child being safe and well supervised. They provide for children from 6 weeks of age up to 12 years of age utilizing the Infant Zone, Kid Zone, and Game Zone areas. They provide diaper changes, and bottle feeding for infants, art projects and games for toddlers and tots, and interactive gaming for tweens.

SUPERVISES: The Director is responsible for supervising the Early Childhood Site Directors at both locations as well as the Family Center Supervisors at each location. Additionally, other supervision responsibilities include:

SUPERVISION:

- Develop and regularly review staffing plan for all programs, working with supervisees and 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 program regularly to develop relationships with each parent and each child. Be aware of children's progress and/or problems; provide coaching to teachers, staff and families as appropriate.
- Act as a mediator for staff teams when required to foster a team environment.

- Work with all supervisees so that each is working with one another to develop cross-departmental programming and/or promotion of all programming for children under 5.

CURRICULUM DEVELOPMENT:

- Take personal responsibility to keep current on latest educational trends, management skills, supervisory techniques by attending workshops, classes, seminars and personal reading
- Ensure that your team implements and follows an identified curriculum structure supporting the mission of each program. Provide opportunities to gain and share knowledge allowing for growth.

GENERAL PROGRAM ADMINISTRATION:

- Keep abreast of all developments within all program areas serving children under 5 within the JCC
- In conjunction with Management Team, Committees and HR Department (where appropriate), spearhead the implementation of all policies and manuals (parent & staff)
- Understand Agency-wide policies and procedures and implement them
- Attend Leadership Team and Program Staff meetings as scheduled and review meeting agendas with supervisees as appropriate.
- 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.
- Plan and lead regular Early Childhood Management Team meetings
- Working closely with the J's Director of Development, identify and secure grants and conduct fund-raising activities
- Respond to parent's questions, concerns or complaints in a timely manner always following through
- Give tours to prospective families as needed
- Other tasks/projects as assigned

FISCAL RESPONSIBILITY:

- With Accounting Department, supervisor and supervisees, develop, implement and ensure compliance with budgets
- Review monthly budget reports to ensure budget is on track with forecast

MARKETING & COMMUNICATION:

- Work with the Marketing department on developing, designing, and implementing a marketing plan for the programs.
- Work together with the Director of Community Relations to develop and send out customer surveys to program participants and as required for licensure/accreditation.

ACCREDITATION & LICENSING:

- With staff, ensure ECC 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 ECC License

MINIMUM QUALIFICATIONS:

- BA/BS degree in Early Childhood Education (or related field) required; Master's Degree preferred.
- Must be able to be a licensed Director under the State of Missouri's code.
- Seven plus years of increasingly responsible experience in the area of education of young children is required.
- Three plus years of supervisory experience is required.
- Knowledge of developmentally appropriate educational practices and legislation, regulations, licensing and resources related to the field of early childhood is required.
- Project Construct and Conscious Discipline 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 (Pro Care, Life Cubby, CSI, Paycom) 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, push, 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 in good standing must be maintained for employment at our center. A pre-employment negative TB test result (with follow up testing as directed by licensure) 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.org

To apply for this position, please submit your resume, cover letter and completed application to careers@jccstl.org. Our application is available for printing from our website. Please note this is not an online form.

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