



## **JOB DESCRIPTION – DIRECTOR OF EARLY CHILDHOOD EDUCATION**

### **Job Summary**

The **Director of Early Childhood Education** is a compassionate leader who oversees the education and engagement of our youngest children and their families at Beth El Synagogue, a vibrant congregation of 1,200 families and member of the Conservative Movement of Judaism. The **Director of Early Childhood Education** will join our fun, collaborative professional, and clergy team with the responsibility of directing Beth El's Aleph Preschool. This position will work with our team to articulate a vision for the program, implement the day-to-day operations, hire and supervise staff, be accountable for fiscal efficiency and effective management including curriculum planning, organizing, and directing all operational procedures, policies, and practices for Aleph Preschool. This position will also supervise Aleph Preschool's Assistant Director.

### **Who you are:**

You are an empathetic leader who values community, understands the social and emotional development of early childhood, and is passionate about Jewish life and learning. You are a collaborative professional with a demonstrated track record of success in leading your staff of teachers with warmth and connecting with young children and families with enthusiasm and care. You appreciate the complexities of parenting and value diversity of temperaments, abilities and development of young children. You are a self-starter, innovator, and a team builder. You embrace change while being respectful of our traditions. You value Beth El as a progressive, egalitarian, and sacred community and see the Aleph Preschool as an integral part of the larger Beth El community. You are dynamic and engaging, whether in a preschool classroom, connecting with families, leading Aleph Preschool Shabbat, or conducting staff training. You have the flexibility to be present for a variety of events, programs, holidays and Shabbat. Your enthusiasm for the engagement and education of our youngest learners helps to create an environment of warmth, community, and respect among the children, families and staff of our congregation.

### **Primary Duties and Responsibilities:**

#### **Families:**

- Ensure the safety, health, and well-being of all children and staff at Aleph Preschool
- Create an inclusive, nurturing, enriching, and creative environment conducive to active learning for children
- Maintain ongoing, regular communication and warm relationships with families regarding programs, policies, and family needs

**Staff:**

- Recruit, hire, train, supervise and mentor staff with a commitment to staff retention and continued educational growth
- Coordinate and facilitate regular staff meetings and innovative professional development
- Create curriculum and work with teachers and staff to implement curriculum and programming based on current early childhood development and kindergarten readiness

**Administration:**

- Team player who can work in partnership with Beth EI leadership to create an overall strategic vision for Aleph Preschool and early childhood engagement
- Oversee annual budget by developing and meeting financial targets
- Oversee annual enrollment; emphasizing recruitment and ease of transition to our program
- Represent Aleph Preschool in the greater community
- Operate Aleph Preschool in compliance with the Minnesota Department of Human Services standards for licensing and agency standards
- Bridge families from early childhood to their next stages of synagogue life
- Innovative in the use of technology and social media for operations and communication

**Reports to:** Managing Director

**Experiences and Qualifications**

- A bachelor's degree in early childhood education, child development, elementary education or related field
- A minimum of 5 years of management experience in an early childhood setting, including staff supervision and fiscal management
- Demonstrated ability to develop and adhere to effective processes and exhibit strong problem solving skills
- Proven success in financial, operational, and administrative management, including the ability to work within an established budget
- Collaborative management and leadership skills and the ability to motivate staff to work toward performance objectives with respect and innovation
- A minimum of 2 years classroom experience
- Outstanding ability to communicate sensitively and diplomatically with people of all ages
- Proficiency in Microsoft Office and the use of technology for operations and engagement
- Knowledgeable of Jewish practices, values, beliefs, and traditions
- Knowledgeable on best practices for early learning standards and Kindergarten readiness
- Values equity, diversity, environmental stewardship, and social justice
- Commitment to the highest professional and ethical standards
- Excellent verbal and written communication skills

**How To Apply:**

Please send a cover letter outlining why you would be a good candidate for the job and a resume to: [jobs@bethelsynagogue.org](mailto:jobs@bethelsynagogue.org)

**Physical Requirements:**

- Prolonged periods of standing.
- Must be able to lift 15 pounds at a time.
- Ability to remain calm under pressure and deal with unexpected situations.

**Job Type:** Full-time, exempt.

**Pay:** \$65,000 to \$80,000 annual salary (depending on qualifications)

**Benefits:**

- Medical, dental, vision, prescription, Life Insurance, Long Term Disability, Short Term Disability
- 403(b) with employer match
- Generous PTO
- Twenty paid holidays

**Schedule:** Must be available evening and weekends

**Work location:** Beth El Synagogue

**Other requirements:** Valid driver's license