

JOB POST: EARLY CHILDHOOD DIRECTOR

Overview

DuBow Preschool seeks a talented leader who is passionate about early childhood. The successful candidate must be prepared to inspire, develop, implement, and lead a program rooted in best practices in Early Childhood Education, while integrating ideals from a variety of educational philosophies, principles, and values. Through strategic thinking, direction, and mentoring, the individual must effectively supervise all aspects of implementing the vision of the program. Also, the individual must be present with the belief in teaching to the interests of the whole child in mind. Our approach and philosophy centers around collaboration, thoughtful innovation, team building and leveraging diverse and multiple perspectives.

Responsibilities

Responsibilities include managing and leading the Preschool while focusing on the following: program and curriculum development, staff supervision and development, relationships with parents and families, and administration.

Key Areas of Responsibility

Program and Curriculum Development

- Lead and direct the design and implementation of a developmentally-appropriate curriculum and learning environment while incorporating best practices, current research, and Jewish values.
- Teach staff on curriculum best practices, creating literacy-rich classroom environments, classroom expectations and accountability, and developmentally appropriate learning goals, guidelines, and assessments.
- Promote a nurturing and engaging program and atmosphere that reflects respect and kindness for all children, families, and staff.
- Lead and design written and oral presentations to parents, lay leaders, and other interested groups to communicate and promote program descriptions, successes, and effectiveness.
- Utilize expertise in early childhood development to coordinate teachers, parents, and if necessary, diagnostic professionals to respond to specific and individual student needs.

Staff Supervision and Development

- Responsible for all aspects of personnel management, including but not limited to, recruitment, hiring, supervising, work planning, evaluating, and discipline.

- Plan and implement staff orientation and staff meetings.
- Serve as a mentor to teachers and staff and actively facilitate professional development, by creating opportunities for staff to learn in formal and informal settings.
- Ensure staff is informed, involved, and integrated in the development and implementation of program outcomes and objectives, as well as individual goals and objectives.

Relationships with Parents and Families

- Form warm and caring relationships with children and their parents and caregivers that honor the importance of all individuals in the community.
- Effectively communicate the mission, vision, and goals of our programs to parents and families.
- Act as a resource for consultation and guidance regarding parenting, child development, and education.
- Communicate with parents regarding their child's progress, developmental or behavioral concerns, or class placements, as necessary.
- Assist and guide children and families along their Jewish journeys with holiday celebrations and Jewish family education.
- Welcome all members of the community and uphold Jewish values in all interactions with parents and families.

Administration

- Partner with admissions, marketing, development and communications departments to provide effective marketing and outreach to re-introduce the school to the community, and attract new families/encourage enrollment in our school and programs.
- Lead, manage, implement, and monitor long and short-term strategic plans including specific outcomes for program performance, enhancement, growth, and reporting.
- Design and manage the administrative support systems that ensure the curriculum and all programs align with the vision of the schools.
- Develop, implement, and monitor annual program budgets through effective financial management and planning, including grants and fundraising efforts to enhance the program and facilities.
- Maintain program compliance with state licensing to ensure the health and safety of all children.
- Work collaboratively with other Jacksonville Jewish Center departments and community organizations to allow for the continuity of Jewish life of the families and children to encourage retention.

Education and Training

- Bachelor's degree required, Master's degree preferred, in Early Childhood Education or a related field.

- Director credentials in accordance with Florida DCF guidelines required.
- Five plus years of teaching and/or supervisory experience in a similar position, with a proven track record of success, innovation, and growth.
- Demonstrated strong supervisory, management, oral and written communication, and interpersonal skills.
- Demonstrated experience in leadership, effective guidance, and stability for program continuity.
- Knowledge of Jewish life, traditions and culture required, as well as an ability to integrate these concepts appropriately in programs, our environment, and with staff preferred.
- Proficient computer skills.
- Certified in First Aid and CPR.
- Physically able to walk, kneel, crawl, bend, sit on the floor, and carry/lift up to 50 pounds.