

## **Evelyn Rubenstein Jewish Community Center of Houston**

The Evelyn Rubenstein Jewish Community Center of Houston is accepting applications for the position of Director of Early Childhood Education. The Bertha Alyce Early Childhood Center of the Evelyn Rubenstein JCC is a forward-thinking Jewish preschool in SW Houston, serving students who range in age from 6 weeks to 5 years. Welcoming over 200 children and their families, this NAEYC-accredited school is founded on the ethics and values of Judaism and is committed to excellence and innovation. Our collaborative team of professionals, engage in creative, dynamic curriculum development for preschool children and continuously improve the school through ongoing professional development. We are seeking an experienced Director of Early Childhood Education to serve as the educational leader of the Early Childhood Program.

### **Responsibilities:**

- The full-time Director is responsible for all compliance with NAEYC and State guidelines and regulations pertinent to the operation of the early childhood program and facilities.
- Develop, coordinate, and lead early childhood program curriculum and activities both educational and non-instructional, which also include special events, parent meetings, open house and new family programming.
- Establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of school operations.
- Collaborate with the EC team to provide an orderly, controlled environment in which learning can take place, maintain a school climate which is supportive, and which reflects the overall mission and goals of the school.
- Conduct regular meetings with Early Childhood faculty focused on both routine school matters and provide time for reflective supervision.
- Oversee student progress reporting and division-wide communications: publications, flyers, newsletters, manuals, etc.
- Maintain a visible presence in all areas of the school; to work toward a resolution of all problems - both routine and unique - as they arise.
- Actively assist in the admission process, including promote and market all services, meeting with prospective families and giving tours, student testing or observations, and the evaluation of applicants for enrollment, wherever/whenever applicable.
- Develop and monitor budgetary process for EC department and oversee distribution of supplies
- Develop and maintain Committee relationships, relationships with community agencies, and serve as a liaison to United Way agency
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and recognition of individual differences and the special abilities and strengths of each teacher.

**Education Requirements/Desired Skills:**

- Minimum of Master's Degree in Early Childhood or related field 3 or more years of classroom experience 3 or more years educational supervision or management experience
- Possess excellent oral and written communication skills in English.
- Exceptional interpersonal skills and ability to meet with parents and offer advice/solutions
- Knowledge of early childhood curriculum and safety regulations
- An understanding of the developmentally appropriate education for every EC grade.
- Experience handling confidential information
- Punctuality, good attendance, and strong work ethics in all areas
- The ability and willingness to work cooperatively with the administrative staff, other child care teachers, and assistants
- Forward- thinking ideas and attitude
- Certified in CPR

**How to Apply:**

Interested candidates should send a cover letter, updated resume, and the names, telephone numbers, and email addresses of three references. At least two of the references should be professional to Monica Gonzales at [mgonzales@erjchouston.org](mailto:mgonzales@erjchouston.org)

**Salary:** \$80-85K

**Closing Date:** 5/31/2018