

Preschool Director
Congregation Beth Ami
Santa Rosa, CA
Full-time, Exempt

Summary

The Beth Ami Community Nursery School (BACNS) is a program of Congregation Beth Ami—a Synagogue affiliated with USCJ—located in Santa Rosa, CA. We welcome children of all faiths and backgrounds. There are currently 60 students registered in the Preschool program.

We seek an educator whose leadership skills will guide our Jewish Preschool. Our Preschool provides the young child with a learning environment rich in Jewish content. We emphasize an interactive learning process, where children learn in play-based settings. Our emergent curriculum is inspired by the *Reggio Emilia* philosophy where children can pretend, practice and explore to foster inquisitiveness and discover the world around them.

We believe that each child is a unique person who possesses an individual pattern of timing for their own growth and development. We accept and respect each child's differing levels of ability, development, and learning style, and we design our curriculum to reflect these differing abilities.

Please visit www.wearebethami for more information about our program and history.

Essential Job Duties / Responsibilities:

Families

- Maintain positive, trusting relationships with parents, children, and staff in accordance with the Jewish values of the Preschool program and the Synagogue
- Recruit, tour and support families in Preschool enrollment
- Welcome potential families into the program
- Facilitate proactive communication with parents
- Support integration of families into the activities of Congregation Beth Ami and the wider community

Leadership

- Implement the vision and mission of the Preschool in conjunction with the Synagogue
- Use leadership skills to educate and inspire staff to implement best practices in Jewish early childhood education
- Keep abreast of current research in the field of Jewish and early childhood education, including attending conferences, workshops, etc.
- Plan, facilitate and promote professional development experiences for teachers
- Establish relationships with local Preschool and Day school programs
- Enhance and maintain positive relationships with teachers and families
- Implement the school's philosophy
- Foster a nurturing, inclusive, and engaging natural environment

Administration

- Direct all aspects of the Preschool program including financial, curriculum, supervision and administration
- Oversee classroom management
- Oversee program growth
- Work with staff on appropriate assessments for children

- Work with the Parent Teacher Advisory Committee to further the school's best interests
- Maintain clear lines of communication
- Recruit, supervise and mentor teachers
- Possess strong time management/organizational skills
- Conduct yearly evaluations of all personnel, including formal classroom observations, and supervision of all teachers
- Uphold California Community Care Licensing Title 22 ensuring full compliance with corporate policies as well as, State, and organizational standards, regulations, and requirements including licensing, safety, and sanitation
- Train staff in emergency procedures
- Proficiency in the use of Microsoft Office Suite of products, desktop and mobile productivity tools and technology
- Thorough understanding of COVID-19 protocols

Education and Experience

- B.A. degree in Education or related field preferred
- 12 semester units Early Childhood Education (child development; child, family and community; preschool curriculum)
- Coursework in Preschool Administration
- 4+ years of preschool teaching experience managing and/or leading significant synagogue or other non-profit operations
- Familiarity with most current ECE research (e.g. *Reggio Emilia* approach)
- Planning skills and a demonstrated ability to achieve set goals
- Ability to understand and interpret basic financial statements, plan and manage a budget, negotiate compensation and benefits, and be fiscally responsible for the state of the school
- Good understanding of emergency procedures
- Ability to read, speak and comprehend basic Hebrew language preferred or a willingness to learn

Desired Attributes

- Must be well organized and possess excellent communication skills
- Must be able to communicate effectively with children and parents showing warmth, understanding and compassion
- Must possess excellent listening skills, exhibit a sense of humor and be open-minded
- Must be a leader, ambassador, team player and visionary for the school
- Works as a member of the Synagogue professional team, and in coordination with the supervisor, as a liaison to the lay committees and Board of Directors
- Participates as necessary in the ritual life of the Synagogue, specifically when the Preschool programming dovetails with Synagogue ritual life
- Ability to effectively present information in oral and written form to parents, teachers, and the Synagogue Board of Directors

Compensation

- Competitive salary commensurate with experience and qualifications. Benefits package includes
 - Health insurance
 - Flexible Spending Account
 - 403(b)
 - Paid Sick Leave
 - Paid vacation
 - Paid holidays – Jewish and Secular

Oversight

The Early Childhood Education Director reports to the Vice President of Education of Congregation Beth Ami Board of Directors or Board appointed supervisor. The Director consults regularly with the Rabbi regarding Judaic matters and educational needs.

Application Deadline

Open until filled

Application Procedure

Email cover letter, including salary requirements, and resume to henry.s.cohn@gmail.com. We are not accepting phone calls.

Anticipated Start Date

June 1, 2022

COVID-19

Must be fully vaccinated, according to current CDC guidelines, against COVID-19

Congregation Beth Ami is an Equal Opportunity Employer

BACNS Facility License No. 490102646