Assistant Director, Early Childhood Center
Westchester Reform Temple

Job Description

BACKGROUND STATEMENT

This new full-time position is designed to assist the ECC Director in administering the WRT preschool. As assigned by the ECC Director, the Assistant Director will partner with the ECC Director in interactions with teaching staff, parents and children; enhance the curriculum and environment of the program; develop marketing and communication platforms to respond to the needs of the ECC; promote the ECC internally and to the larger community; and contribute meaningfully within the ECC administrative team.

We are an inclusive Jewish preschool that celebrates Jewish values, holidays, texts, traditions, and artifacts. Our Learn Through Play philosophy emphasizes STEAM concepts, we welcome different types of learners in our community of over 160 children, and we seek out ways to honor and support a variety of learning differences.

We work hard to foster and maintain a positive working relationship with parents, staff, teachers and Temple leadership. Through our partnership with parents, we develop volunteer co-chairs for the ECC, some of whom go on in Temple leadership, including as Trustees on the Temple's Board of Directors.

Qualifications for this position include:

- Degree in Education required, Masters degree preferred
- Specific training in Early Childhood Education preferred, Special Education training a plus
- Minimum of 5 years of experience teaching in Jewish pre-school classroom
- Minimum of 3 years of experience as head teacher or supervisor
- Experience with administrative responsibilities preferred
- Communication & Digital Marketing Technology skills required
    - Online Registration
    - Classroom Activity sharing (photos, captions, notes)
    - Website Updates / WordPress; Constant Contact, Facebook, Instagram, Blogs, Videos
- Strong computer skills required
- Experience with emergency preparation and drills
- Innovative; Creative
- Collaborative - works well as part of a team
- Detail oriented, highly organized
- Warm and approachable - presents as friendly, professional, caring and capable

Direct Responsibilities as assigned by and in partnership with the ECC Director, include but are not limited to:

- Promote and brainstorm for innovation and creativity in our classrooms and programs.
- Act as liaison for Parents Association to support and help in planning all parent events.
- Act as liaison between ECC and other Temple programs, including Connections group (K-2 families) and the Jewish Learning Lab (K-12 religious school).
- Take the lead in planning and managing online communications within the school community.
- Take the lead in setting up and managing online registrations and enrichment enrollment.
- Ensure that online communications for the school is up to par with parent requests and current technology (i.e., with password protected sites limiting access to parents only).
- Take the lead in developing online communications to the non-parent community, both at WRT and in the larger community.

- Assist in the design and implementation of professional development opportunities for staff.
- Monitor teachers' professional development as required for licensing.
- Participate in staff meetings and professional development seminars.
- Take the lead in securing substitute teachers.
- Fill in as classroom teacher when needed.

- Assist with oversight of school enrichment programs.
- Assist with oversight of summer camp programs.
- Understand and assist with the budget process.
- Function as purchasing agent for school supplies and food items.

- Review and become knowledgeable about all state and local OCFS regulations.
- Ensure all state and local health department regulations are being followed and maintained.
- Partner with updating, filing and renewing licensing with OCFS.
- Coordinate all immunization updates, submitting them to OCFS in a timely manner.

- Maintain confidentiality of all information related to children, families and staff.
- Ensure emergency preparedness at all times.
- Keep program areas safe, clean and presentable, with special attention to security protocols.
- Act as ECC Director when required, in the absence of the ECC Director.
- Accept and coordinate with other assignments and tasks as assigned by ECC Director or Executive Director, from time to time.

To apply for this opportunity, please email your cover letter and resume to: WRTjobs@wrtemple.org.

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