

Director of Early Childhood Program

Date: September 2019

Title: Director of Early Childhood Program

Department: Early Childhood Program

Supervisor Name and Title: Rabbi Avery Joel, Head of School

Founded in 1983, Fuchs Mizrahi School is a leading internationally renowned, Jewish day school, located on its LEED-certified Stone Campus in Beachwood, Ohio. Educating and inspiring students from 18-months through twelfth grade, we are motivated by a real passion for deep, meaningful learning and leadership. We believe that excellent teacher-student relationships are the foundation of a great education.

Fuchs Mizrahi School is a community committed to Torah and Mitzvot. Our students and their families are inspired to learn and grow in their love of G-d and His Torah, while seeing the modern State of Israel and aliyah as central to our personal and national destiny. We are very proud to say in our own words that Mizrahi is, "a community driven by a passion for Torah Values, Religious Zionist Ideals, and the pursuit of Excellence in General and Judaic Learning and Leadership."

POSITION OBJECTIVE

This position shall provide oversight and leadership of the school's Early Childhood Program, which operates within the day school and offers programming for children from 18 months of age through Kindergarten.

The Director shall ensure that the purpose and the mission of the Early Childhood Program are accomplished through providing a high quality program within the Orthodox Jewish framework. This position is responsible for ensuring that the Early Childhood Program provides a proper setting, where the emotional, intellectual, physical, social and spiritual needs of young children can be met. Through collaboration with the Head of School, *Rosh HaYeshiva*, and members of the Senior Leadership Team, the director will explore best practices that encourage early childhood excellence in our school and meet the educational needs of our youngest students while providing them with a solid foundation of Orthodox Jewish living in the future.

ESSENTIAL FUNCTIONS

1. Provides a vision for program development, change and growth by incorporating the most current research and practices for early childhood programs
2. Sustains a curriculum that is representative of the school's mission and philosophy, meets the needs of the children and addresses the developmental needs/abilities of the students while providing for individual learning styles
3. Ensures that the curriculum provides relevant first grade readiness experiences
4. Models lifelong learning for teachers and students through ongoing formal education, informal education, and a deep spirit of reflection
5. Directs all administrative aspects of the program including, but not limited to recruitment, staffing, development and maintaining of annual budget, completion of proper paperwork on a timely basis, monitoring health and safety standards, maintaining and complying with state and local mandates
6. Acts as liaison between the Early Childhood Program staff and the families

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7. Communicates with and provides effective feedback to families; works to build positive relationships with schools' senior leadership team, staff and parents
8. Reinforces the parents' role as the child's first teacher by ensuring that parents have opportunities to participate in scheduled events and student conferences and volunteer as appropriate in the classroom
9. Communicates the vision of the Early Childhood Program to all stakeholders and provides opportunities for two way communication between school and community
10. Works closely with the Director of Admissions to strengthen enrollment, assists with implementing strategies and enrichment programs to recruit new families
11. Supports other divisions' initiatives and maintains visibility within the community

NONESSENTIAL FUNCTIONS

1. Perform other duties as assigned by the Head of School
2. Promote the school to the community

CONTACTS

Regular contact with Head of School, Senior Leadership Team, lay leaders, families (parents and grandparents) all staff and faculty, donors and alumni.

SUPERVISORY RESPONSIBILITY

Direct supervisory responsibility includes supervision of all teachers, assistant teachers, aids and administrative assistant in the Division of Early Childhood Program.

QUALIFICATIONS

Previous experience in the elementary and/or early child education level. Experience with curriculum development and contemporary pedagogic methods. Understanding of Early Childhood Developmental needs and related behavioral issues.

Expertise in Jewish Education and commitment to inspire youngest students to love Torah, Mitzvot, the Jewish people and Medinat Yisrael.

Bachelor's Degree in Early Childhood Education or related field is required. Advanced degree in Early Childhood education or educational leadership is highly desired.

REQUIRED SKILLS, LIENSURE/CERTIFICATIONS

- Demonstrated values and a commitment to service, superior written and oral communication skills
- Researched-based and forward-thinking approach to education
- Outstanding organizational skills and ability to manage multiple tasks simultaneously, professional demeanor, a strong work ethic, and confidence
- Proven ability to plan, initiate, manage and evaluate and resolve complex situations
- Proven ability to influence and manage relationships with diverse internal and external constituencies

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- Computer proficiency (including Microsoft Office) and the ability to learn new software programs and databases
- Possess high literacy skills

WORKING CONDITIONS

This job is performed in a generally clean and healthy environment.

Required to work some evenings and weekends for event management. The following physical demands: some lifting up to 25 lbs, carrying, pushing, and/or pulling. Generally the job requires 33% sitting, 33% walking, and 34% standing.

HOURS/COMPENSATION

Full-time with competitive benefits. Salary is commensurate with education and experience

APPLY FOR THIS POSITION

Please send your letter of interest and resume to jkarnis@fuchsmizrachi.org