



## Jewish Community Center of Greater Albuquerque

### JCC Job Description Director of Early Childhood Programming and Young Family Outreach

**Salary Grade: DOE**  
**Classification: Exempt**  
**Reports to: Executive Director**  
**Schedule: Full Time – Days**

#### **Summary/Objective:**

Under the direction of the Executive Director, the Director of Early Childhood Programming and Young Family Outreach is responsible for providing high quality early childhood programming and curriculum of the Family Enrichment Center (FEC). The Director provides direction, support and supervision of classroom teachers to ensure a quality curriculum and learning are provided in a healthy, safe and nurturing environment.

#### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develops and implements a vision for excellence in early childhood education with curriculum and environment rooted in Jewish culture and values.
- Ensures compliances with all record-keeping and applicable health and safety licensing regulations and inspections.
- Ensures compliance with JCC policies, procedures, employment law and productivity standards.
- Maintains expertise in childhood education, staying abreast of current literature, best practices and developments in the field.
- Cultivates a team of “best in class” educators who are passionate and committed to the FEC by recruiting, selecting, orienting and training employees.
- Leads team by communicating job expectations, developing professional growth opportunities, coaching, counseling on challenges and sharing accomplishments with peers.
- Maintains high level of staff engagement and empowerment focused on solutions-based problem solving in an open forum.
- Conducts classroom observations to support teacher evaluations, assess any special needs children and follow-up accordingly.
- Develops a long-term strategy to expand enrollments, revenue and programming.
- Coordinates special events, parent/teacher conferences, and parent workshops.
- Fosters exceptional relationships with community resources through community outreach and collaboration.
- Continually reaches out to other Jewish community and synagogues to partner with and recruit for enrollments.
- Develops and maintains annual budget.
- Develops positive rapport and open communications with families, teachers, licensing authorities and the community.
- Leads the FEC to achieve the highest rankings in state and national accreditations.
- Recruits and meets with prospective parents to provide information, answer questions and encourage participation in the FEC.
- Presents reports and updates to the Executive Director, JCC Board of Trustees and FEC Committee.

#### **Working Environment:**

While performing the duties of this job, the employee is frequently exposed to illnesses, viruses and infections frequently when working with young children. The employee is exposed to sounds and noise levels that are distracting and loud at times. The employee is occasionally exposed to a variety of extreme outside weather conditions.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is very active and requires standing, walking, bending, kneeling, stooping,

crouching and lift. The employee must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children. Employee must be able to lift and hold children up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type and Expected Hours of Work**

This is a full-time position from Monday through Friday. Occasional other hours may be required as job duties demand including extended hours as needed. Vacation approval may be limited during critical periods.

### **Required Education and Experience**

- Bachelor's Degree in child development or early childhood education for closely related field from an accredited college or university.
- 5+ years prior experience working in a preschool classroom.
- 2+ years senior management experience in early childhood education programs.
- Maintain appropriate state licenses.
- Obtain and maintain First-aid and CPR certifications.
- Satisfy all CYFD background screening requirements including fingerprinting.
- Demonstrated leadership skills.
- Basic level of computer skills (Microsoft Office, Word, PowerPoint, email).
- Outstanding customer service skills, communication skill, organizational skills, and the ability to multi-task.
- Must have the ability to meet all the regulations and requirements of both the State of NM and the Aim High Star Standards.
- Knowledge of and commitment to implementing the mission of the JCC and Jewish Culture and Values.

### **Preferred Experience**

- Master's Degree in child development or early childhood education with an emphasis on preschool through six years old from an accredited college or university.
- Experience with budget and financial accountability with revenue generation.

### **Other Duties**

Please note this job description is not inclusive of all activities, duties or responsibilities that are required of the employee for this job. The job description is designed to include most of the duties and responsibilities of the position and activities may change at any time with or without notice. A supervisor may assign other duties to meet mission requirements of the Jewish Community Center and cooperation of all personnel is expected to carry out the mission.

**The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.**

### **Signatures**

This job description has been approved by all levels of management:

Executive Director \_\_\_\_\_ HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_