

Location and Job Title:

Family Enrichment Center Director
JCC of Greater Albuquerque

Principal Responsibilities:

The Family Enrichment Center (FEC) Director provides leadership and vision to the JCC Early Childhood Program which serves 78 children from eight weeks through five years. Bringing best practices in early childhood education, the Director will be responsible for a Reggio inspired curriculum development and implementation, promoting and nurturing a welcoming and engaging atmosphere, and ensuring standards of excellence in each classroom. S/he will share his or her enthusiasm by directing a high quality Early Childhood program and Leadership team.

The Director should possess outstanding relationship management skills and have a passion for working with children and families. S/he must be flexible and adaptable with the ability to work collaboratively with FEC employees and agency-wide staff, parents and community members. This full-time, full-year position is part of the management team of the JCC of Greater Albuquerque and reports to the JCC Chief Executive Officer.

The center Director will be responsible for:

- Ensuring a safe, healthy and intellectually stimulating environment for all participants, children, families, and staff, in FEC programs.
- Understanding the importance of relationships with our families, from the moment of first contact, to giving a tour, to welcoming children each day, and finally through effective and timely communication with our parents.
- Successful implementation of a developmental, child centered, and constructivist approach to teaching, with both secular and Judaic components, meeting New Mexico Early Learning Developmental Standards.
- Supervision of 18 teachers and enrichment specialists, including providing orientation and continuing in-service and professional development.
- Compliance with NM DHS licensing requirements, at a 4-star level, including keeping staff and student records up to date and to DHS specifications.
- Strategic planning of classrooms to embrace the changing demographics and developing norms in early childhood education.
- Grant management and responsibility.
- Development and maintenance of budgets to ensure that programs are effective and performed at a progressively high level with appropriate resources.
- Embrace and enhancing Reggio Emilia philosophy and programs.
- Working with JCC Marketing department to develop publicity materials for the marketing and recruitment of FEC participants.
- Facilitating the Early Childhood Parent Committee to ensure that the committee is informed, and engaged with an opportunity to provide feedback and suggestions.
- Attendance at professional conferences as time and funding permits.

Minimum Qualifications:

- Forward thinking and well-versed in current educational theories and early childhood curricula
- Successful at building strong, mutually respectful relationships
- 5+ years demonstrated leadership and supervisory experience
- Bachelors degree ECE/Education, Masters preferred

- Knowledge of or willingness to learn and embrace Jewish traditions and culture, as well as ability to integrate these concepts appropriately in programs at the center.
- Strong organizational, writing and speaking skills and talent for articulating the JCC's mission and core values.

Salary:

\$60,000-\$65,000

Agency Information:

The JCC Family Enrichment Center embraces families of all backgrounds and cultivates a connection to Jewish values and traditions. With practices rooted in research, our teachers work collaboratively to nurture the gifts of each child, encourage a questioning mind, spark creativity and foster independence. The Family Enrichment Center is located at the Jewish Community Center in Albuquerque New Mexico providing recreational, educational, social and cultural programs and services. Located on a beautiful 8-acre campus in NE Albuquerque, it is a place where non-Jews are welcome to join, play and learn side by side with their Jewish neighbors. Competitive salary and benefits including health insurance, vacation, Center membership and discounts. The JCC is an equal opportunity employer.