

## Early Childhood Center Director

### Position Summary

The Early Childhood Center Director is responsible for developing and implementing the vision for the St. Paul JCC Early Childhood Program (ECC). The Director is responsible for creating a culture and atmosphere that helps children and families grow, learn and excel. This position directly supervises the professional staff, and is accountable for fiscal efficiency and effective management including: planning, organizing and directing all operational procedures, policies and practices for the ECC. The Early Childhood Center Director is a full-time, exempt position reporting to the Director of Youth & Children's Services.

### Essential Functions

- Create overall strategic vision of the ECC
- Oversee the development, implementation and evaluation of culture, programs and policies that advance the vision of the ECC and guide the professional staff in the fulfillment of that vision
- Lead and manage the daily operations of the ECC including:
  - Staffing
  - Curriculum and program development
  - Trainings and professional development
  - Facility and safety
  - Student records
  - Marketing and communications in coordination with the Marketing department
  - Camp Centerland (summer program)
- Recruit, hire, train and evaluate full-time and part-time professional staff, including the Early Childhood Assistant Director(s), teachers, aides and support staff ; Maintain a staff structure that supports the efficient and highest quality delivery of programs
- Work with senior management to develop realistic annual budgets and make sound financial decisions
- Create an inclusive community by working with the JCC Inclusion Coordinator and assisting families in learning to use community, state and federal resources to advocate for new or needed services
- Ensure program compliance, at all levels, with the JCC's policies and procedures as well as federal, state and local laws and NAEYC standards
- Supervise the development and implementation of Jewish early childhood curricula
- Work closely with the assigned public health nurse and state licenser
- Actively participate as a member of the JCC staff team: attend staff meetings; work collaboratively on and participate in agency projects, functions and events

### Competencies

- Proficiency in Microsoft Office Suite
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to the highest professional and ethical standards

## **Supervisory Responsibility**

This position supervises ECC professional teachers, assistants and aides.

## **Required Education and Experience**

- Bachelor's degree in Early Childhood Education or other related field
- 5 years of professional experience in supervisory and leadership roles
- Ability to meet NAEYC director qualifications
- Deep commitment to the mission of the JCC and the ability to effectively communicate the JCC's core values to children, staff and parents
- Proven leadership skills and the ability to motivate staff to work towards common performance objectives
- Experience and passion for working with children, birth to 5 years old
- Experience developing and implementing creative programming for young children

## **Preferred Education and Experience**

- Knowledge of Judaism
- Experience working in or with the Jewish community

## **To Apply**

Please send resume and cover letter to Regan McCormack, Human Resources Coordinator, at [reganm@stpauljcc.org](mailto:reganm@stpauljcc.org).