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 licensor
- 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.