

Director of Early Childhood Education

JCC of the Lehigh Valley

December 2018

Job Description

The Director of Early Childhood Education is a full-time position providing oversight and leadership for a Keystone STARS Level 3 program licensed for 120 children. The Director of Early Childhood Education is responsible for growing the program, hiring and training staff, implementing the educational program, and being the primary point of contact with parents. The position requires expertise in early childhood education and programming, as well as experience with marketing, fiscal oversight, and staff supervision. The Director of Early Childhood Education reports to the Executive Director, supervises a team of administrative staff and teachers that assist in the daily execution of the department's goals, and works alongside a team of professional colleagues as part of the JCC's leadership team. The JCC welcomes all, regardless of race, creed, or background.

Primary Responsibilities

Education

- Develop and implement a vision for the early childhood department, including core values, educational philosophy, and programmatic standards
- Maintain Keystone STARS Level and serve as the primary point of contact for licensing and accreditation

Recruitment & Retention

- Create strong sense of community and trust for families, building personal relationships with each child and parent
- Actively market the early childhood program to new families, including attending events, generating leads, networking, and working with the marketing department to produce online and print materials
- Develop and implement a process for lead generation, tours, follow-up, enrollment and intake
- Regularly assess local competition to determine brand positioning and opportunities for growth
- Collaborate with the staff of the Jewish Day School of the Lehigh Valley on cross-programming and cross-promotion to ensure a community-wide continuum of Jewish educational opportunities

Staff Supervision

- Recruit, supervise, and evaluate education professionals
- Conduct regular educational, safety, and cultural trainings
- Lead departmental staff meetings with both administrators and teachers

Financial Management

- Create the department's annual budget, in conjunction with the Executive Director and the Director of Finance, providing feedback and recommendations on strategic priorities and objectives
- Review and provide feedback on monthly financial statements
- Report on revenue goals and approve departmental expenditures in line with the approved budget

Programming

- Work in cooperation with staff in the children's departments to build a continuum of family-friendly programming
- Work with the Parent Volunteer Organization to foster parent involvement and conduct a parent education program series
- Identify grant opportunities and work with the Executive Director to apply for and steward grants
- Plan and execute fundraisers targeted toward early childhood families

Qualifications

- Bachelor's degree in Early Childhood Education or a related field (Master's degree preferred)
- Early Childhood Director Credential from the Pennsylvania Key, or ability to obtain it within the first year of employment

- Minimum five years of early childhood teaching and/or administrative experience
- Excellent written and verbal communication and interpersonal skills
- Excellent computer skills, including the Microsoft Office suite, knowledge of latest software trends and commonly used technology tools in a school environment, and the ability to learn new systems quickly
- Familiarity with resources to meet the needs of all children (government institutions, educational resources, accreditation resources)
- Experience leading and managing other staff in a JCC or school environment
- CPR, AED and First Aid certification (or ability to obtain)
- Knowledge of the JCC field and Jewish culture, traditions and celebrations, or willingness to learn

Salary will be commensurate with education, qualifications and experience.

About the JCC of the Lehigh Valley

The Jewish Community Center of the Lehigh Valley is a vital cultural and educational center and the hub of the Jewish community. Serving the community for 100 years, the JCC of Allentown strives to sharpen the mind, strengthen the body and inspire the spirit of the entire community through social, education, recreation and wellness programs instilled with Jewish values, culture and tradition. The JCC is open to people of all faiths and backgrounds, and our diverse membership shares a common goal of building a strong community and caring for one another. At the JCC, people participate in a wide-range of cultural, recreational and educational activities, and develop lifelong friendships. For more information, please visit www.lvjcc.org.

The Lehigh Valley is the third-largest metropolitan region in the state of Pennsylvania. The area, with its three cities, Allentown, Easton, and Bethlehem, is the fastest growing region in Pennsylvania. Currently home to more than 820,000 residents, the Lehigh Valley has a diverse and vibrant economy anchored by world-class companies including Air Products and Chemicals, PPL, Just Born, C.F. Martin & Co., Lehigh Valley Hospital and Health Network, St. Luke's University Hospital Network, and many more. There are also nine colleges and universities based in the Lehigh Valley: Lehigh University, Lafayette College, Moravian College, Muhlenberg College, DeSales University, Cedar Crest College, Penn State University - Lehigh Valley, Northampton Community College, and Lehigh Carbon Community College.

In recent years, the Lehigh Valley has become a center of art, culture and entertainment with the opening of the ArtsQuest Center at SteelStacks on the site of the former Bethlehem Steel Corporation, the Sands Casino, the Sands Event Center and the PPL Center, a 10,000 seat arena in downtown Allentown. These supplement Miller Symphony Hall in Allentown and the State Theatre in Easton - both historic theaters presenting major acts. The Philadelphia Phillies and Philadelphia Flyers minor league affiliates, the Lehigh Valley Iron Pigs and Lehigh Valley Phantoms respectively, both call the area home. A thriving local restaurant scene has made the downtowns of the three cities a significant destination for locals and visitors alike.

The Lehigh Valley has a vibrant Jewish Community with a population of approximately 8,000. There are 10 area synagogues, covering the spectrum of observances. In addition to the JCC, there is a strong Jewish Day School, Jewish Family Services, and multiple places to buy kosher food and freshly baked goods. Conveniently located 90 minutes west of New York City and an hour north of Philadelphia, the area has much to offer families. The area boasts excellent public and private schools and many attractions including The CRAYOLA Experience®, DaVinci Science Center, Baum School of Art, Allentown Art Museum, Dorney Park, and much more.