

## **Berkman Family Center Director**

**Salary: \$50-\$55,000**

**Job Group Category:** Exempt

**Reports to:** Rabbi

**General Position Summary:** The Family Center Director is responsible for the direction, operation and quality of programs for families with young children (birth to five years). They must work collaboratively as a member of the administrative staff and are responsible for creating and administering long term planning that includes staffing, program expansion. Their focus will be on program evaluation, partnership building, working with clergy and the Executive Director to reshape the preschool.

**About the Berkman Family Center:** The Family Center follows a Loving, Play-Based Curriculum. Our Preschool is a warm nurturing and supportive environment that provides for all areas of a child's development – physical, emotional, social and cognitive – through an integrated approach to learning. We recognize that each child is a unique person with their own pattern and timing of growth, individual personality, temperament, learning style and cultural background. It is our task to create a safe and stimulating environment and provide age-appropriate experiences that match the child's development abilities while challenging their interests and understanding.

With play as the core of our curriculum, we provide a program that encourages success through involvement in self-selected activities. Children develop a positive self-image when they are given opportunities to exercise the power of their own choices. Teachers observe closely and ask questions, make suggestions and/or add more complex materials to stimulate children's thinking, extend their learning and build their capabilities.

As a Temple school, we integrate our developmentally appropriate approach with the appreciation of the child's unfolding Jewish identity. The preschool takes advantage of its Temple setting through extensive interaction with the Rabbis and full use of our site including the Biblical Garden, the libraries, the sanctuary and the chapel. We acknowledge and respect the diversity of our children while emphasizing the Jewish values of family, community, caring and joy. Through music, holiday celebrations and learning simple blessings, our children gain pride in the richness of Jewish heritage and culture.

### **Principal Responsibilities and Duties:**

1. Administer the effective day-to-day operation of the preschool
  - a. Recruit, hire, supervise and evaluate preschool staff
  - b. Develop curriculum that incorporates principles of developmentally appropriate practice and current knowledge of child development, and integrates tenets of Reform Judaism.
  - c. Create and maintain safe, stimulating environment

- d. Oversee purchasing of equipment and supplies
  - e. Prepare annual budget
  - f. Participate in fundraising activities
  - g. Maintain student and staff records. Prepare and submit required paperwork on a timely basis.
  - h. Engage in continuing professional education; coordinate and help execute continuing education for staff
  - i. Serve as a resource to staff in interventions for individual children or group management. Employ outside consultants when needed
  - j. Maintain confidentiality regarding family concerns and school records
  - k. Collaborate with staff to conduct parent/teacher conferences
  - l. Assure regulatory requirements are upheld
  - m. Supervise student interns
  - n. Participate in Jewish Federation Preschool Group
2. Strategic Planning for the Family Center: work with ED, Rabbis, and current Family Center teachers and advisory committee members to write a 5-year strategic plan to include:
    - a. Vision for classrooms/class structure
    - b. Financial projections
    - c. Long term goals for programming
    - d. Explore partnership and collaboration opportunities
3. Recruitment and Retention of Students and Families
    - a. Recruit students in cooperation with congregational membership director
    - b. Organize and host parent education series on child development
    - c. Organize and tours open houses
    - d. Maintain positive, open communication with families
    - e. Provide support to families
    - f. In collaboration with staff, monitor each child's developmental progress through observations
4. Develop and implement programs for congregant young children and their families in collaboration with the rabbis, Youth Director, the Joint Jewish Education Program ( J-JEP) Director and the Temple librarian.
    - a. Worship Programs and Family and Parent Education
    - b. Collaborative programs with Connection to Beth Shalom / JJEP
    - c. Connect to other non-Jewish institutions
    - d. Work with congregational communications director to with promote programs

### **Required Knowledge, Skills, and Competencies**

A successful candidate will be an experienced, enthusiastic, and trustworthy leader with the following:

- Minimum of B.A. from an accredited college or university in early childhood education including 30 credit hours in early childhood education, child development, special education, or elementary education. Must have Act 33, Act 34, FBI clearances & NSOR clearance.

- M.A. from an accredited college or university in early childhood education including 30 credit hours in early childhood education, child development, special education, or elementary education preferred.
- Five years in a leadership role in an educational setting. Experience managing staff and working collaboratively with others.
- Knowledge of Judaism, its customs, rituals, life cycle events and holidays preferred.
- Demonstrated ability to manage, build, and motivate effective teams
- Demonstrated excellent verbal and written communication skills;
- Demonstrated ability to easily learn various technology platforms

**Compensation and Benefits:**

Salary range: \$50,000 -\$55,000. This is a full-time (37.5 hours/week), exempt position.

Employee health and vision insurance provided with a 2% employee contribution, dental insurance available with self-pay. Short and long-term disability insurance, life insurance, flexible spending account (FSA), employer contribution to 403(b) plan. Free enrollment for age appropriate child(ren) in Berkman Family Center (pre-school). Temple membership. Professional development opportunities. Paid time off includes 10 sick days, 1 personal day, 10 vacation days.

**Institutional Background:**

Rodef Shalom Congregation was founded in 1856. Its storied history as one of the preeminent Reform congregations in North America is matched by its current standing in the Jewish community locally, nationally and globally as a progressive leader in defining Reform Jewish practice for the 21<sup>st</sup> century. Based upon the egalitarian and inclusive principles of Reform Judaism, Rodef Shalom Congregation is a house of worship for all people and a safe environment. We welcome all individuals and families to pray, learn, partake in social activities and join in social justice and social action initiatives as well as other congregational opportunities.

This position description reflects the general nature level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**To Apply:**

Send resume and cover letter and lesson plan sample to [human-resources@rodefshalom.org](mailto:human-resources@rodefshalom.org). Deadline for application is March 10, 2023. Only email submissions will be acknowledged.