



NETIVOT SHALOM
נתיבות שלום

Preschool Director Job Description

Congregation Netivot Shalom
Berkeley, California

Full-time, Exempt

Date Created: January 27, 2021

Netivot Shalom began in 1989 and grew out of our founding members' collective commitment to create an egalitarian spiritual home for Conservative/Masorti Jews. Netivot Shalom is based in Berkeley, California, and is allied with the world of Jewish community. This participatory egalitarian community is defined by the values of: 1) connectedness; 2) learning; 3) justice; and 4) Jewish ritual. Netivot Shalom welcomes members who are Jewish and not, Jews-by-choice, interfaith families, multiracial, multicultural, married, single, families and individuals, LGBTQI, straight, old, and young. We explicitly recognize and cherish each other as teachers and students. For more information, please visit our website www.netivotshalom.org

We seek an educator whose leadership skills will guide our Jewish Preschool into its second decade. Our Preschool provides the young child with a learning environment rich in Jewish content, with a focus on the Hebrew language. We emphasize an interactive learning process, where children learn in a play-based setting. Our philosophy focuses on learning through active exploration: we believe that learning happens through interactions with adults, other children, and the environment. Our emergent curriculum is inspired by the philosophy of Reggio Emilia where children can pretend, practice and explore to foster inquiry and discover the world around them. We see the child as curious, competent, and able to build theories and discover.

Our talented teaching staff provides support by observing, documenting and further extending the learning process. We believe that each child is a unique person who possesses an individual pattern of timing for their own growth and development. We accept and respect each child's differing levels of ability, development, and learning style, and we design our curriculum to reflect these differing abilities. Our curriculum is relevant, emergent and intertwined with Jewish life and practice.

Essential Job Duties / Responsibilities:

Families

- Maintain positive, trusting relationships with parents, children, and staff in accordance with the Jewish values of the Preschool program and the synagogue
- Recruit, tour and support families in preschool enrollment
- Welcome potential families into the program
- Facilitate proactive communication with parents
- Support integration of families into the activities of Congregation Netivot Shalom

Leadership

- Implement the vision and mission of the preschool in conjunction with the synagogue
- Use leadership skills to educate and inspire staff to implement best practices in Jewish early childhood education
- Keep abreast of current research in the field of Jewish and early childhood education, (including attending conferences, workshops, etc.)
- Plan, facilitate and promote professional development experiences for teachers
- Establish relationships with local preschool and Day school programs
- Enhancement and maintenance of positive relationships with teachers and families
- Implement the school philosophy
- Foster a nurturing, inclusive, and engaging natural environment

Administration

- Direct all aspects of the preschool program including financial, curriculum, supervision and administration
- Oversee classroom management
- Oversight of program growth
- Work with staff on appropriate assessments for children
- Maintain clear communication
- Recruitment, supervision and mentoring of teachers
- Strong time management/ organizational skills
- Conduct yearly evaluations of all personnel, including formal classroom observations, and supervision of all teachers
- Uphold California Community Care Licensing Title 22 ensuring full compliance with
- corporate policies as well as, state, and company standards, regulations, and requirements including licensing, safety, and sanitation
- 4 + years of preschool teaching experience managing and/or leading significant synagogue or other non-profit operations
- Train staff in emergency procedures
- Proficiency in the use of desktop and mobile productivity tools and technology

Other duties as assigned

Education and Experience

- B.A. degree
- 12 semester units Early Childhood Education (child development; child, family and community; preschool curriculum)
- Coursework in Preschool Administration
- Program Director/Site Supervisor Permit is desirable
- 4 + years of preschool teaching experience managing and/or leading significant synagogue or other non-profit operations
- Familiarity with most current ECE research (e.g. Reggio Emilia School approach)
- Planning skills and a demonstrated ability to achieve set goals
- Ability to read, speak and comprehend basic Hebrew language preferred
- Ability to understand and interpret basic financial statements, plan and manage a budget, negotiate compensation and benefits, and be fiscally responsible for the state of the school

Desired Attributes

- Must be well organized and possess excellent communication skills
- Must be able to communicate effectively with children and parents showing warmth, understanding and compassion
- Must possess excellent listening skills, exhibit a sense of humor and be open-minded
- Must be a leader, ambassador, team player and visionary for the school
- Works as a member of the synagogue professional team, and in coordination with supervisor, as a liaison to the lay committees and Board of Directors
- Participates as necessary in the ritual life of the synagogue, specifically when the preschool programming dovetails with synagogue ritual life
- Ability to effectively present information in oral and written form to parents, teachers, and the Synagogue Board of Directors

Compensation

\$60,000 to \$65,000 salary range is commensurate with experience and qualifications. The benefits package includes health insurance and paid holidays—Jewish and secular, sick, and vacation leave.

Application Deadline

Open until filled. Apply no later than **5 p.m. February 25, 2021** to be considered in the initial screening.

Application Procedure

Email resume, cover letter and salary history/requirements to Ruth Levitch preschool@netivotshalom.org Include “**CNS
Preschool Director – (Your name)**” in subject line. We are not accepting phone calls.

Anticipated Start Date

June 1, 2021

Congregation Netivot Shalom is an Equal Opportunity Employer