

Interim Director of the Early Childhood Engagement Center at Temple Emanuel

Temple Emanuel, 1129 Jefferson Road, Greensboro, NC 27410 | Telephone: 336-292-7899

Classification: Part-time; Position starts immediately

Reports To: Senior Rabbi

Salary: \$25/hour

Hours: Estimated 28 hours per week, 40 weeks per year (additional weeks may be added for summer camp)

Summary: The Early Childhood Engagement Center (ECEC) at Temple Emanuel believes that pre-school should be an adventure in learning. We strive to help children develop confidence, independence and a connection to the Jewish world. Our program is inspired by the early childhood program of Reggio Emilia, Italy. The Interim Director of the ECEC, under the supervision of Temple Emanuel's Senior Rabbi, shares in the Temple's commitment to strengthening Jewish identity, celebrating Jewish culture, and building an inclusive community. This individual will supervise and provide guidance for teachers, be another set of hands when they are needed, and create a welcoming environment for families and students. The interim position has the potential to turn into a long-term position.

Preferred Education & Certifications:

- Bachelor's degree in Early Childhood Education or related degree

Preferred Experience/Skills:

- Strong foundation in early childhood development and proven ability to implement child-centered, constructivist educational philosophies and approaches
- Desire to help teach, foster, and promote Jewish culture, values, and traditions
- Experience managing, supervising, coaching and scheduling staff
- Excellent written and oral communication skills
- Ability to connect and relate positively to a diverse range of children, families, staff, and city and state officials
- Proficient in Microsoft Office software, including Excel, Word, and Outlook
- Must be able to physically lift and care for a child less than 40 lbs

Other Requirements

- Criminal background check

Principal Responsibilities:

Personnel Management

- Observe, evaluate, support, and manage teachers
- Lead preschool staff meetings and offer professional development for staff
- Create and implement professional development opportunities for staff

Scheduling

- Develop and maintain preschool calendar
- Manage daily schedule of teaching staff and ensure coverage for classrooms, including scheduling for appropriate teacher break, planning, and education time
- Determine need for and employ substitutes / Substitute when necessary

Fiscal Management

- Work within ECEC budget in conjunction with Temple Executive Director
- Oversee tuition billing and collection
- Review and approve bi-monthly payroll for teachers
- Inventory and order supplies

Family Enrollment and Intake

- Create and update preschool protocols and parent handbook
- Manage annual rosters and class placement

Parent Engagement

- Communicate regularly to/with current and potential families, and when appropriate to the Temple Emanuel and general community, about school events, schedules, staffing changes, enrollment, and engagement opportunities using values-based messaging aligned with Temple Emanuel's overall mission and goals
- Develop strong relationships with the family community, ensuring that families understand the programs operations and how they impact/support the school's curriculum and culture

Vision & Strategy

- Maintain relationship with Temple Emanuel's Early Childhood Education Committee chairperson and committee members and attend committee meetings
- Support the Reggio-Emilio philosophy

Temple Emanuel Responsibilities

- Work with Rabbinic leadership to provide opportunities for families with children age eight and under to engage in life at Temple Emanuel
- Attend Temple Emanuel staff meetings and provide support for Early Childhood programs

For more information or to apply, please contact:

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