



- **Position:** Early Childhood Center Director (Foundation School)
- **Compensation:** \$70,000- \$85,000; Generous benefit package including Medical, Dental and Retirement
- **Reports to:** Executive Director
- **Hours:** Full Time; Exempt - Some evenings and weekends required

Congregation Neveh Shalom is a warm, welcoming, vibrant Conservative Synagogue in SW Portland with more than 850 families and 150+ years of creating meaningful Jewish connections for our members. We are recruiting a dynamic, organized, passionate and nurturing **Early Childhood Center Director**.

Congregation Neveh Shalom is seeking an experienced, innovative, hands-on Early Childhood Center Director to manage the daily operation of our *Foundation School*. In addition to overseeing all aspects of the Preschool operations, the ideal candidate will have the vision to expand our Preschool into an Early Childhood Center that supports families with children from birth to five years of age. A solid background in early childhood pedagogy and the Reggio Emilia educational philosophy are essential. The Early Childhood Center director will be able to promote positive Jewish experiences which help children develop a strong connection to their Jewish identity and its traditions.

VISIONARY LEADER

Facilitate and implement a developmentally appropriate and engaging curriculum that aligns with state and federal requirements. Foster a warm, inclusive, and responsive learning environment where children can explore, grow, and learn to work together. Display competencies in current early childhood best practices, the Reggio Emilia philosophy and Jewish values, traditions, holidays, and cultural experiences.

Participate in big-picture planning, decision-making and programming as a member of the senior staff; attend senior staff meetings.

Plan programs for families, including orientation, parent-teacher conferences, Education Committee meetings, and parenting workshops. Maintain open, consistent, and effective communication with parents.

Oversee all aspects of school operations, including budget, admissions, enrollment, staff recruitment, training, professional development, and technology. Maintain all files according to state and local requirements. Create and edit all staff scheduling during school year and camp offerings in compliance with state labor laws.

Facility maintenance and compliance. Implement emergency protocols and procedures. Conduct safety drills and licensing inspections, in accordance with state and local regulations.



TEAM BUILDER

Support the career growth of current staff, and work with staff members to create plans for professional goal setting and growth.

Collaborate with the Director of Congregational Learning to build a bridge between Foundation School and the Religious School.

COMMUNITY BUILDER

Build strong relationships with families, fostering a sense of belonging and community within the synagogue.

Foster connections between our preschool families and the broader synagogue community.

Collaborate with Clergy, the Director of Congregational Learning, and the Program Director to encourage participation in our post-preschool activities.

Coordinate with Clergy to oversee planning of congregational events that include preschoolers and their families, such as Tot Shabbat, Yom Tov experiences, Shabbat dinners and Family Camp.

Promote our educational programs to prospective families and families new to our congregation.

Build relationships with non-member families to encourage them to become synagogue members.

Qualifications:

- B.A./B.S. or higher degree in early childhood education or related field.
- A minimum of three years of experience in early childhood education, including time in a supervisory role.
- Display competencies in current early childhood best practices, the Reggio Emilia philosophy and Jewish values, traditions, holidays, and cultural experiences.
- Impeccable communication, collaborative leadership style and strong technology skills.
- Excellent time management and communication skills with flexibility to adapt to changing needs.
- Proficiency in budget management and problem-solving.
- Ability to develop and implement policy and procedures.

Interested candidates should email a letter of introduction and resume to:

Congregation Neveh Shalom Search Committee

Care of: Marlene Edenzon, Executive Director

medenzon@nevehshalom.org