



Kol Shofar ECC Director – 2021-22

Congregation Kol Shofar in Tiburon, CA is currently searching for an Early Childhood Director to launch and oversee our future Early Childhood Center within the supportive, intergenerational synagogue community that Kol Shofar uniquely offers, with a planned opening in Fall 2022.

Now celebrating its sixtieth year in the gorgeous northern California Bay Area, Congregation Kol Shofar finds itself poised to ensure that meaningful and joyful Jewish early childhood education has a place in southern Marin County. Notwithstanding the challenges of the pandemic, Congregation Kol Shofar sees a great opportunity to integrate the onsite Early Childhood Center into the larger congregational community, while also embracing the wider Marin community of all families seeking the best early childhood education possible.

In addition to a Director with creativity, knowledge and skills, we seek someone who wants to build and grow a school community with us. The Kol Shofar Early Childhood Center will offer the Director an opportunity to include their voice and spirit in growing an early childhood community, within a synagogue, by partnering with passionate rabbis and lay people. Our Director will connect our children and families to a greater vision of the possibilities of Jewish life as a family and as individuals. The Director will also value a natural, play-based curriculum that enables students, along with their teachers and families, to discover the content in a values-based, cooperative environment. Our Director will work to implement a curriculum and program that centers on Jewish values, celebration of life, and that fosters the irrepressible curiosity and love children innately engender. We embrace an inclusive, egalitarian environment wherein children can freely pretend, play, and explore, encouraging inquiry and discovery.

Due to the unique situation of transitioning a currently vibrant preschool into our community, we are prioritizing a smooth and seamless transition for families and for staff. We seek to develop and grow the the position together with the incoming Director, as we imagine together what our community can be.

Full posting: <https://www.jewishjobs.com/jobs/view/61072>

SALARY RANGE: \$90,000 - \$100,000

DURATION: Flexible, part-time or full-time for 2021-2022; Full-time as of July 1, 2022. (Some remote work negotiable for 21-22).

SALARY RANGE: Competitive, commensurate with experience and qualifications.

BENEFITS: paid vacation, sick leave, parental leave, medical, dental, 401(k) or 403(b) plans; as well as bonus opportunities, and relocation package negotiable.



PROFESSIONAL DEVELOPMENT: Kol Shofar is invested in its employees and leaders' professional development.

CONTACT: Director of Life-Long Learning Rabbi Paul Steinberg, psteinberg@kolshofar.org.

- **Enduring Responsibilities**

- Articulates the ECC school vision, which is informed by Congregation Kol Shofar's synagogue vision and mission.
- Develops and implements the ECC calendars, budgets, and curricula.
- Actively works to develop a positive sense of community among parents, students, and staff.
- Fosters and models a love of Judaism among the ECC school community.
- Aligns school goals with efforts of lay leadership, clergy, staff, and parents.

- **Consultation and Professional Responsibilities**

- Directly reports to Rabbi Steinberg, Kol Shofar Director of Life-Long Learning, and consults with him regarding ECC policies, curriculum and educational program implementation, as well as parent, child, and staff issues.
- Regularly reports to and consults with Kol Shofar Executive Director regarding personnel, legal, and financial issues.
- Participates in and attends appropriate professional and lay driven committees, such as the Kol Shofar staff meeting and education committee meetings.
- Acts as a professional liaison and colleague between the ECC and other Kol Shofar departments.
- Serves as liaison between the Kol Shofar ECC and communal and national Jewish early childhood educational affiliates.
- Supervises and manages Early Childhood local and national accreditations and licenses.

- **Educational Administration**

- Manages and evaluates ECC educational and office staff, assigns duties and delegates responsibilities.
- **Establishes a positive and productive home-ECC relationship:**
 - Advises and actively participates in the ECC Parent Association.
 - Consistently and frequently communicates through phone-calls, emails, newsletters, and mailers.
 - Provides individualized feedback to families about the development of their child.
 - Responds in a timely manner to family queries and concerns.



קול שופר KOL SHOFAR

- Helps to guide parents through the the stages of the ECC and the transition from the ECC to Kindergarten, and Beit Binah.
 - Encourages every family and child to learn and grow Jewishly and to participate in the general Kol Shofar community.
- **Proactively works toward positive transitions into Kindergarten for graduating ECC children:**
 - Ensures academic and developmental standards are met.
 - Identifies children with differences early – appropriately communicating and guiding the families in their best interests.
 - Works closely with respective Kindergartens (especially Brandeis Marin, as our Jewish Day School) to help to meet their needs for Kindergarten readiness.
 - Educates families early in the ECC experience about the post-ECC options and encouraging them to continue into Jewish educational offerings, specifically including Beit Binah and Brandeis Marin.
 - Promotes Beit Binah for students/families for whom it makes sense and collaborates on such promotion with Kol Shofar departments.
 - **Recruits and retains families to the ECC:**
 - Markets and advertises the ECC.
 - Provides for ECC “Open Houses” and tours.
 - Ensures appropriate and high-quality marketing and advertising materials are readily available and updated, such as information packets, brochures, and Kol Shofar website information.
 - **Oversees the ECC budgets:**
 - Works with the Director of Life-Long Learning and Kol Shofar Executive Director to set and manage ECC financial priorities.
 - Supervises and submits payroll on time.
 - Consults with the Director of Life-Long Learning and Kol Shofar Executive Director on preparing the budget for approval. Budget “approval” is subject to approval of the Kol Shofar Executive Director and Kol Shofar Executive Committee and Board of Directors.
 - Participates in and helps to guide ECC fundraising efforts.