

Burbank Temple Emanu El Early Childhood Center Director

Burbank Temple Emanu El

With a 75-year history, Burbank Temple Emanu El (BTEE) is a progressive Conservative synagogue located in Burbank, California. We are a welcoming and participatory Jewish community that honors traditions, celebrates diversity, and practices an authentic and dynamic Judaism.

BTEE Early Childhood Center

BTEE Early Childhood Center (ECC) is a Jewish, high-quality developmental early childhood program serving children ages 2-5. We are open to all and have a diverse community of students from all cultures and faiths.

Our play-based curriculum promotes the physical, social, emotional and cognitive development of young children in a safe and nurturing environment that responds to families' needs.

The ECC has been a part of the Burbank community for over 45 years and is currently licensed for up to 84 students. The ECC Director will need to proactively manage the school, working with our current staff and volunteers, by engaging former, current, and new families.

Overall Job Description

The Director of the Early Childhood Center (ECC) will determine the needs of the preschool, protect the health and safety of children, and work closely with staff members and volunteers, and report to the Board of Directors. The Director will oversee the daily operations and administration of the ECC including student outreach and engagement, staff management, curriculum planning, and financial management.

Responsibilities

- Oversee the daily operation of the ECC.
- Manage teachers (including enrichment and after-school providers) in collaboration with the ECC committee and board.
- Review, revise and implement policies and curricula that support BTEE's vision, while being responsive to health and safety guidelines.
- Maintain the school website, social media and overall web presence.
- Identify and schedule fundraising events with support of parent and board committees.
- Schedule on-going professional development of teachers, including educational, safety and training.
- Schedule ongoing training and informational sessions for parents on education, special needs, safety, etc.
- Maintain compliance with accreditation and state licensing requirements as well as all applicable state and federal laws, and preschool policies and procedures
- Interact with currently enrolled and prospective parents, as well as with external curriculum activities and vendors.

- Analyze financial profit and loss results, customer satisfaction measures, and other key performance data to make the best decisions for the success of our ECC.
- Manage preschool to achieve and exceed planned financial and enrollment targets.
- Review and operate budget and demonstrate an understanding of the process.

Requirements

- This job requires excellent interpersonal and communication skills, including the ability to listen and respond to the concerns and needs of children and their families. In addition, the Director will need to communicate with key community players, including board of directors and volunteers.
- Ability to manage teaching staff, including recruiting and hiring new teachers, training, performance appraisals, goal setting, and professional development.
- Proven leadership experience at an early childhood facility with multiple classrooms and programs.
- Experience managing teachers and working closely with office and clergy staff members.
- 4 years teaching experience working in a supervised group child care center
- Degree in Early Childhood Development or related field (or relevant experience).
- Comprehensive knowledge of national and state education standards, licensing requirements and procedures, and fire, health, and OSHA regulations.
- Meet the director qualifications for the [California State license and Child Care Administrator](#) license.
- “California Clearance” with no felony or misdemeanor convictions reported by the California Department of Justice.
- Thorough understanding of Jewish holidays and traditions.
- References may be requested.

Personal Qualities

- A passion for education and working with children and families.
- Collaborative, creative team player.
- Warm and caring—a role model to our children, families, staff, and community.

Work Environment and benefits

- Position is full time, on site.
- If we are required by the state to close due to health conditions, remote programming will require periodic on-site presence of Director.
- Some evening and weekend meetings/events required to accommodate parents’ schedules and programming.
- 10 Jewish and secular holidays off, with additional time off added with tenure.
- Medical insurance stipend after one-year employment.

Application process

please submit résumé and a cover letter, which includes your educational philosophy and approach to working with children (no more than 750 words) to personnel@btee.org.

ecc.btee.org; btee.org