

Temple Ramat Zion (TRZ) is seeking an Early Childhood Education Director. This position (approximately 30-35 hours per week), which will start as a small, one classroom/cohort ELC (Early Learning Center) Summer Camp program, and is expected to grow into a regular ELC program in the fall. Please submit a resume and qualifications to jobs@trz.org.

TRZ, a conservative congregation located in the northwest San Fernando Valley, was built on the belief that it must strive to be a kehillah kedoshah, a holy community, that serves both the spiritual needs of its members and the charitable needs of its members of the community outside its temple walls. Since the early 1950s, TRZ's mission has been to inspire the Jewish community to search for meaning in its lives.

Below find a list of job description:

- Ensuring the health, safety and welfare of each child enrolled in the Early Childhood Education programs from the time of arrival at the school to the time of departure from the school, including maintaining COVID guidelines as directed by the CDC and local health authorities
- Promoting, recruiting, and expanding the TRZ ELC (and, in turn, TRZ membership), with the goal of promoting transition to TRZ's Religious School upon ELC culmination.
- Being responsible for annual screening/evaluation of individual needs of students, including but not limited to vision, speech and hearing.
- Being responsible for ensuring that Early Childhood Education programs at TRZ are at all times in compliance with applicable local, state and federal laws, regulations, and rules.
- Being responsible for supervision of staff; hiring and firing of staff and recruiting additional personnel as needed with input and approval from the Education Vice President. A committee consisting of an ELC parent, director of the school, and Education VP shall interview prospective permanent teachers, check references and sample lessons when possible.
- Reviewing and ensuring that each teacher maintains the appropriate educational credentials.
- Developing a plan for teachers' professional development including in-service training sessions, as well as scheduling and holding regular teacher/staff meetings. Acting as a resource person for staff in their program planning.
- Being responsible for ongoing evaluation of the program and staff, including conducting classroom observations of each teacher twice a year, and writing a teacher observation for a personnel file once per year.
- Being responsible for adequate teacher coverage, including maintaining a significant pool of substitutes, and being occasionally available to fill in as a teacher.
- Coordinating curriculum planning with all teachers, using the most current pedagogy, in developing Judaic and secular programs.

- Membership in the most current and relevant early childhood education organizations.
- Maintaining appropriate communication regarding, for example, discipline support systems being used in the classroom.
- Maintaining communication with parents in all programs including Shulcloud (trz.org) and TRZ approved social media.
- Coordinating the ELC calendar with Temple-wide events and activities. Attending TRZ temple-wide family events whenever possible, and encouraging ELC parents to attend in order to build community.
- Applying for relevant financial and programming grants.
- Working in conjunction with the Budget and Finance Committee in providing information necessary to prepare a realistic budget for the ELC on an annual basis. Maintaining complete and accurate records of all expenditures.
- Preparing staff payroll as required.
- Working with the ELC Education Committee to create/update Parent and Staff Handbooks.