

Congregation Etz Hayim
Preschool Director/Teacher

JOB SUMMARY

The Etz Hayim Preschool is a warm and welcoming place where children learn and thrive. The **Preschool Director/Teacher** oversees daily operations, advancing the school's goal of addressing each individual child's personal developmental needs through an atmosphere of learning that is nurturing and enjoyable. The Director's responsibilities include classroom teaching, recruitment, marketing and communication, staff management and development, financial management, and partnering with synagogue leadership to integrate the preschool into the Etz Hayim community.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Recruit, hire, train, and supervise Preschool teachers
- Maintain a regular classroom and teaching presence
- Recruit and retain students
- Oversee daily operations
- Communicate with, and build strong relationships with Preschool families
- Participate in planning and preparation of special events and holiday celebrations
- Integrate Preschool activities and families into the Etz Hayim community
- Prepare and adhere to budget
- Create policies and develop curricula
- Work proactively and innovate in ways to grow the school
- Understand VA State Law and Guidelines, including the Religious exemption, and adhere to them

QUALIFICATIONS

- Education *Minimum*: Associates Degree in Early Childhood Education (or related field) with 15 hours credit in ECE or related areas; preschool teaching experience considered a plus. *Preferred*: Masters Degree in ECE (or related field); multiple years teaching experience; school administrative experience considered a plus.
- Meet one or more of the requirements for a Program Director in VA as described in 22VAC40-780-190
- Possess a love for children as well as a demonstrated record of success in teaching, leadership and/or educational administration
- A knowledge to Judaism, Jewish education, and service to the Jewish community
- Demonstrated leadership and administrative skills
- Excellent interpersonal and communication skills
- Marketing, community engagement, and financial management skills
- Ability to work collaboratively with synagogue leadership (Rabbi, Director of Synagogue Operations, lay leadership)
- Commitment to educational excellence, community growth and financial sustainability
- Note: The Etz Hayim Preschool does not discriminate on the basis of race, gender, religion, color, national origin, sexual orientation, age, marital status, veteran status or disability status.

COMPENSATION AND BENEFITS

This is a Full-time position. Competitive salary and benefits commensurate with experience. Medical Insurance, Retirement Plan, Paid Holidays, Paid Vacation, Childcare Discount. Hours: In-Person daytime M-F.

HOW TO APPLY

Qualified candidates should send a cover letter and resume to apply@etzhayim.net with **APPLYING FOR PRESCHOOL DIRECTOR** in the subject line.