

Preschool Assistant Director

ABOUT THE JCC EAST BAY

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from four locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary and Hintil Cuu Ca Preschool in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

POSITION SUMMARY

The Preschool Assistant Director will report directly to the Preschool Director and will play a critical role in promoting a safe and welcoming environment to support the learning and individual growth of the preschool community. The primary responsibility of the Assistant Director is to cultivate an atmosphere of support for teachers, and manage day to day logistics. The Preschool Assistant Director will work 7.5 hours/day in the preschool, Monday-Friday between 8:30am-5:30pm. Some evenings and Sundays may be required.

Administrative

- Assist director to ensure compliance with licensing requirements and all applicable regulations and standards.
- Order supplies for all Preschool teachers' and department needs, and maintain inventory of art, sports, and general supplies.
- Order, maintain inventory, and oversee all food management for Preschool
- Manage Remini attendance app, ensuring that all students are signed in and out each day and reporting missed punches to accounting
- Maintain visual displays within the preschool.
- Help plan and execute celebrations and all-school gatherings.

Staff Development

- Organize staff schedules and coordinate staff meeting schedules
- Work with the Director and/or independently to design and lead staff professional development training related to documentation and inquiry-based curriculum development, ECE issues and DEI work.
- Assist staff with developmentally appropriate practices in early childhood education.
- Coordinate First Aid, CPR, safety trainings, and certification courses necessary for teaching staff.

General

- Participate in team meetings for planning curriculum, other staff meetings and trainings, and other JCC staff meetings.
- Participate in parent orientations, parent conferences, and community-wide activities and celebrations.
- Meet weekly with the Preschool Director to discuss classroom, student, and/or team needs.
- Support the Preschool Director with enrollment campaigns, tours, and community events where the preschool is represented.
- Coordinate with Family Engagement department for partnership and promotion of FE events related to families with young children
- Work in direct classroom management, as a substitute for absent teachers, when necessary.
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.
- Other duties as determined by the Preschool Director.

REQUIRED MINIMUM QUALIFICATIONS

- 2-3 years of experience in an ECE setting and 15 or more completed ECE units.
- Bachelor's or Associate's Degree.
- Knowledge of current research and practices in early childhood education.
- Proficient in various skill areas such as planning, scheduling, record keeping, classroom environmental design and arrangement, documentation of learning, and classroom management.
- Competent in various skills areas, such as music, art, science, literacy, mathematics, language development, and physical development.
- Maintain First Aid and CPR certifications.
- Ability to speak with parents about their children.

Salary is \$60-\$70K, based on experience and education. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish). This position is not represented by the union.

The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.

Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.