



Assistant Director of Preschool (ECE)

ABOUT THE JCC EAST BAY

The JCC East Bay values *hachnasat orchim* (providing a welcoming home) for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build relationships, foster learning, and offer accessible pathways to Jewish life through programs for children, teens, families, adults, and older adults. After decades of operating our suite of programs in North Berkeley, we will be opening a new home for East Bay Jewish life in the summer of 2026 in Oakland. Our new campus will offer programs and activities to spark creativity, nurture identity, and weave together diverse generations, cultures, and organizations—including voices from across global Jewry—into a living tapestry of culture, learning, and *kehilla* (community) connections. Our future flagship campus in the Rockridge neighborhood will house our administrative offices and our award-winning preschool opening in the fall of 2026, and we will retain afterschool programs in Berkeley and in several Oakland public schools.

POSITION SUMMARY

The Assistant Director of Preschool will report directly to the Director of Early Childhood Education and play a critical role in overseeing and growing the JCC of the East Bay's expanding preschool program. The Assistant Director is responsible for promoting and building a culture of high-quality care and education practices, infusing Jewish life and culture into the preschool program, and creating connections to Reggio-Emilia, play-based learning for both teachers and students. The AD will work closely with the JCC of the East Bay's teaching team, mentoring staff, developing workshops for team meetings, and supporting classroom implementation of key JCC philosophy and practice.

The Assistant Director will also be responsible for overseeing day-to-day operations of the preschool center, ensuring classrooms have coverage and all teacher needs are met and accounted for. In the Director of ECE's absence, the AD will assume all responsibility for the center, including but not limited to licensing requirements and the flow of the day.

The schedule for this position varies, though mostly exists within the timeframe of 8:30-5:30. Please note that some Sundays may be required.

Core Responsibilities:

- Work with lead and assisting teachers to create and maintain their classrooms following an emergent, Reggio-Emilia inspired, Jewish minded approach.
- Oversee and manage the Jewish Resource Coordinator and Mentor Teacher positions, providing professional development opportunities, supporting them in their approaches, and providing valuable feedback where necessary.

- Collaborate with teachers to create a materials library emphasizing open-ended and natural objects.
- Observe and monitor staff performance, and recommend adjustments as necessary where it relates to classroom/co-worker cohesion, curriculum design, and documentation.
- Organize and coordinate staff schedules including all absences and planned time-off with proper substitute coverage
- Work with the Chief of Jewish Education Officer and the Jewish Resource Coordinator to support the implementation of Jewish curriculum from infants-TK.
- Enroll teachers in early childhood education units to assist with licensing requirements.
- Enroll teachers in upcoming professional development opportunities to support their overall professional growth.

Observation and Documentation

- Support teachers in making children's learning experience visible through monthly documentation classroom projects and observations.
- Organize and implement monthly educator observations with written notes and post-observation follow-up to create professional development opportunities.
- Facilitate conversations with teachers about their curriculum ideas and classroom observations to support subsequent curriculum development for classrooms.
- Document all professional development plans and potential learning opportunities for educators.
- Monitor and ensure that education plans and other required documentation for children and classrooms are complete (panel documentation, portfolios, conference forms, etc.).

Professional Development

- Support with monthly staff meetings and other professional development opportunities for teachers as appointed by the Director of ECE
- Provide ongoing support to teachers to improve their capacity for observing and listening to children and for documenting projects.
- Lead professional development sessions regarding documentation and inquiry-based curriculum development in collaboration with the Director of ECE.
- Mentor early childhood educators as assigned by the Director of ECE to support them in individualized professional development plans and practices.

Administrative

- Help plan, oversee, and execute celebrations and all-school gatherings.
- Oversee the operational functions of the preschool (licensing, food ordering, supply ordering, etc.) through the supervision of the ECE Operations Manager

General

- Participate in team meetings for planning curriculum, other staff meetings and training, and other JCC staff meetings.
- Participate in family orientations, family conferences, and community-wide activities and celebrations.
- Meet weekly with the Director of ECE to discuss classroom, student, and/or team needs.
- Support the Director of ECE with enrollment campaigns, tours, and community events where the preschool is represented.
- Work up to 18.5 hours per week in direct classroom management.
- Continue personal professional development through workshops and classes.
- Practice and deliver Diversity, Equity, Inclusion, and Belonging work.
- Practice and deliver anti-bias education and ability to talk to children about diversity, equity, and inclusion.

REQUIRED MINIMUM QUALIFICATIONS

- 5 years of experience in an ECE setting with 15 or more completed ECE units including infant/toddler credits.
- Bachelor's degree
- Knowledge of curriculum development and curriculum-mapping highly preferred.
- 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, classroom management.
- Ability to implement Reggio-Emilia, Jewish, and play-based practices in early childhood education.
- Maintain First Aid and CPR certifications.
- Ability to be on your feet and work a full 7.5 hour shift, 5 days per week.
- Ability to sit on the floor and to get up and down with ease.
- Ability to lift and carry a child, and help children with clothing, shoes or other needs.
- Ability to diaper change or help children with toilet needs.
- Quick reflexes to respond to the needs of children.
- Ability to work with teams of teachers in classroom settings.
- Ability to speak with parents about their children.
- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.

The salary range for this position is \$75,000 - \$85,000 annually. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

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.

The JCC East Bay requires all employees to be fully vaccinated against COVID-19, and applicants are required to submit proof of vaccination prior to beginning employment. (As of January 31, 2022, the definition of fully vaccinated includes a booster shot.) In accordance with the law, the JCC East Bay will accommodate employees who cannot be administered the COVID-19 vaccine for medical/disability or religious reasons if to do so is not an undue hardship.