

HONOLULU COMMUNITY JEWISH PRESCHOOL

JOB DESCRIPTION

Preschool Director

The Preschool

The Honolulu Community Jewish Preschool, otherwise known as Gan Yerushalayim (Garden of Jerusalem), was founded in 1982. Today, "The Gan" is a vibrant entity on the campus of Temple Emanu-El, providing a nationally accredited preschool for children aged 2 to 5 years. The first five years of a child's life offer the optimum opportunity to develop the child's potential. The Gan staff provides a safe, loving environment that facilitates learning. Our emphasis is threefold: positive social-emotional development, an age-appropriate curriculum rich with hands-on activities and a spectrum of experiences grounded in Jewish values and culture.

The Pre-School Director Position

Reports to the Executive Director of Temple Emanu-El, the Preschool Director serves as the headmaster of the preschool. The Preschool Director must lead the school through compliance and annual renewal of NAEYC accreditation, Dept. Human Services licensing and Dept. of Health food permit. The Preschool Director provides daily operational, fiscal and personnel management, curriculum development, fundraising and teaching in accordance with the mission and values as set by the Board of Temple Emanu-El. The Preschool Director serves as the lead spokesperson to many constituencies, both internal and external. Responsible for maintaining a full enrollment. The Preschool Director works collaboratively with the Temple's Director of Education and Youth Programming to enhance and enrich the Jewish experience. The candidate is expected to demonstrate strong leadership and competency in the areas of early childhood curriculum, school administration, communications, fundraising, and financial, program and personnel management.

Qualifications:

- Bachelors Degree (or higher) with 24 credits in Early Childhood Education, Child Development or Early Childhood Special Education
- Director/Teacher qualified by CANOES Registry
- Demonstrated leadership qualities
- Excellent communication skills
- Fund and project development experience
- Working knowledge of Microsoft Office Suite

Experience:

- Experience in school fiscal management and fundraising, personnel and program management.
- Experience in early childhood curriculum development.
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Knowledge & Skills:

- Understands and embraces the preschool's mission, being sensitive and supportive of the needs of its special, diverse students and parents, and the unique culture of Hawaii.
- Superior interpersonal, collaborative and communication skills
- Strong verbal and written presentation skills.
- Exceptional organizational and administrative skills including effectively managing personnel and resources.
- Ability to be a team player, work as a teacher's aide or lead teacher when necessary. High integrity, confidence, stability and leadership skills are essential.
- Ability to be creative, energetic and forward thinking with staff, children and parents.

Key Responsibilities & Duties

General Administration:

1. Is responsible for public accountability of the Gan and for ensuring that its licensing and accreditation obligations are met, including all reporting to and site visits from the State Department of Human Services, Department of Health and NAEYC.
2. Is responsible for maintenance and care of the Gan facilities, equipment and supplies
3. Is responsible for the daily operations of the Gan, including maintaining attendance sheets, snack menus, scholarship forms, deferred tax forms for childcare etc.

Curriculum Development & Management:

1. Works with the Gan staff to implement current age-appropriate curriculum and develop work plans for each of the three classrooms.
2. Plans and manages all the Gan's programs;
 - Toddler program up to 12 students
 - 3's and 4's programs 12 to 18 students in each class.
 - Maximum student capacity 42 students.
 - Minimal staffing requirement one teacher and one aide per classroom.
 - 12 month program
3. Assists in the formulation and adoption of school policies, ensures their implementation and annual renewal.

Financial Management:

1. Has overall responsibility for financial management, including collection of school fees, budgeting, payroll, and routine financial reports to the Board.
2. Is accountable for the proper control of the Gan's monetary assets and other similar resources.
3. Maintains system for internal financial reports and controls, including tuition, late fees, grants, and other sources of operating revenues.

Fundraising:

1. Participates in fundraising activities by writing and sending solicitation letters, preparing grant applications, coordinating events, public speaking, and facilitating the activities of others, including parents, in direct fundraising.
2. Maintains proper reporting requirements and good relations with sponsors, donors, grantors etc.

Personnel:

1. Recruits, trains, supervises, directs and evaluates a competent, diverse and empowered group of teachers, assistants and aides, ensuring the school is effectively manned.
2. Responsible for implementing personnel policies, including staff development, and ensuring that the Gan's employer obligations are legally and ethically met, such as having staff current in first aid and CPR.
3. Acts as substitute teacher, assistant or aide as needed to ensure proper classroom staffing.

Parent & Board Relations:

1. Develops and maintains good relations with the Temple Board, Gan Hui, individual parents, etc. through on-going reporting on the delivery of operations, programs and activities.
2. Is an active participant of school committees, such as the Gan Hui and fundraising committee and works to implement decisions of those groups.
3. Serves as liaison between the staff and the Temple Board, staff and the parents, attend parent conferences as needed, handling concerns of all parties, providing advice and settling disputes.

Public Relations:

1. Responsible for insuring awareness of the Gan through a variety of activities, including conducting school tours for prospective parents, community events, press releases and school handbook.
2. Responsible for publishing monthly newsletters, calendars, information packets, articles to the Temple newsletter.
3. Responsible for maintaining/updating a professional website that supports the school and it's activities.

Other Duties:

Performs all other duties as reasonably required by the Executive Director.