

PORTLAND JEWISH ACADEMY

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JOB TITLE: Early Childhood Assistant Director

REPORTS TO: Early Childhood Director

FLSA STATUS: Exempt

WAGE: \$53,000 - \$58,000 Annually

EARLY CHILDHOOD ASSISTANT DIRECTOR

ABOUT PJA: Portland Jewish Academy (PJA) is an inclusive school that strives to recognize, understand, and honor all of our families. We value the diversity in our community and we continuously work to provide an education for students in all of our programs that is equitable, accessible, and just.

JOB SUMMARY: Portland Jewish Academy's **Early Childhood Assistant Director** is responsible for working with the Early Childhood Director on the management, supervision, planning, development, and growth strategies for PJA's Early Childhood program. The Assistant Director will have a key role in helping to support the vision, goals and strategy of the program, ensure the highest quality program is offered and develop strong, positive relationships with existing and prospective families and staff.

QUALIFICATIONS:

The ideal candidate would have the following minimum requirements:

- Bachelor's degree in Early Childhood, Elementary Education or related field with a minimum of 21 hours in Early Childhood college course work.
- Master' degree in Early Childhood Education is highly preferred.
- 5+ years of experience working with children ages Birth-5.
- 5+ years of experience in a school leadership position.
- Experience working within an accredited program.
- Demonstrated experience with emergent curriculum and outdoor classrooms.
- Experience within a Reggio Emilia inspired school is highly preferred.
- Ability to demonstrate Self-Leadership and Accountability, Creativity and Innovation, Teamwork and Collaboration.
- Outstanding customer service skills with a demonstrated passion for children and families.
- Highly organized and detail-oriented with proven ability for follow up & follow through.
- Demonstrate the ability to learn to develop and maintain budgets.
- Be flexible and adaptable and able to work collaboratively with EC and agency-wide staff, families and community members.
- Demonstrated intermediate level proficiency in Google, MS Word, Excel with the ability to learn other technology as needed.
- Strong verbal and written communications skills

Must have the ability and willingness to work a flexible work schedule based on program opening/closing schedule.

ESSENTIAL DUTIES:

- Assist Director in administering all facets of early childhood programs.
- Hire, orient, schedule and support staff. Be a liaison between Director and other staff
- Administer and monitor payroll.
- Conduct tours of the program with prospective families when the director is unavailable.
- Establish and maintain positive relationships with families.
- Maintain current confidential files for children and staff

- Implement and communicate program policies that align with the mission and core values of PJA
- Provide support for staff in behavior management
- Comply with licensing regulations of the Office of Child Care
- Attend and/or conduct staff meetings as necessary and assigned.
- Contribute and conduct annual evaluations of staff
- Participate in relevant local, regional, or state professional committees, initiatives or networks of directors and providers
- Conduct classroom/child observations to assist in identifying needs and potential supports; make recommendations to classroom teachers regarding classroom environments, routines and individual child support plans.
- Interact with children, six weeks to five years of age, individually and in small groups in the early childhood classrooms. Model intervention and inclusion strategies for classroom teachers.
- Meet with classroom teachers to support inclusive practices and to promote collaboration and understanding. Model intervention and inclusion strategies for classroom teachers.
- Assist teachers in creating inclusive and emergent curriculum materials, environments and routines that support children's individual needs and learning styles. Seek out and provide teachers with resources and information to support their inclusion efforts.
- Attend IFSP meetings and support relationships between teachers and intervention specialists, acting as a liaison when needed.
- Seek out necessary resources for the programs and teachers. Maintain a resource lending library and organize and maintain early intervention equipment. Recommend purchase of additional inclusion/child support materials and equipment.
- Create an environment that acknowledges, encourages, and celebrates differences. Function and communicate effectively (both written and verbally) and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

PHYSICAL REQUIREMENTS: Work is performed in an environment that is quite noisy and busy, and may include exposure to biological conditions including body fluids and waste, germs, and childhood illnesses. Physical requirements may include lifting children or heavy items (up to 30 pounds unassisted), bending, stooping, reaching, standing, climbing and walking. Some duties are performed in an office environment while sitting at a desk or working at a computer (sometimes for extended periods). The work requires auditory and visual acuity within normal limits, verbal communication ability, and dexterity to effectively use a personal computer.

ABOUT OUR VISION: At PJA we value each child as an individual who learns in a multitude of ways. Our early childhood programs provide welcoming and inclusive settings that recognize children's diverse abilities, interests, needs, and learning styles.

We believe that children learn best through meaningful play, exploration, and an inquiry-based approach to learning. Our child-centered program integrates social and emotional development, cognitive skills, language and literacy, mathematical and scientific exploration, Hebrew language and Jewish life, art and music, and fine and gross motor development.

It is our conviction that children are capable and independent, and this is reflected across all developmental domains. Children are encouraged to make choices, practice individual decision making, and develop a sense of themselves as capable and as self-advocates. Children are viewed as thinkers, reflecting on their world, and as empathetic individuals who care for and engage with their peers and contribute to the community.

PJA blends several philosophies and educational theories to create a program that takes each child's learning styles into consideration, while placing Jewish life at the core. Curriculum is created in a holistic manner and individualized to the needs of each classroom, while keeping in mind developmental milestones for each age group.