



## **Nursery School Branch Director Draft May 13 2021**

JCC of Mid Westchester Nursery School [JCCMW Nursery](#) has been a successful nursery school in lower Westchester for over 50 years. The Jewish pluralistic school, with a mission of “Play with a Purpose”, is expanding to an additional location. The Branch Director will report directly to the Director of the JCC Nursery School.

We are seeking an experienced, energetic, compassionate, and collaborative educator to contribute his or her strengths and help us grow our new site. The ideal candidate should have

- a strong understanding of child development and best practices in an early childhood education “play” based school
- knowledge of Jewish curriculum appropriate for early childhood program and a commitment to this curriculum
- demonstrate excellent interpersonal skills in collaborating with teachers, parents and peers
- demonstrate initiative

### **Job Description**

- **General Oversight and Leadership**
  - Maintain school license
  - Coordinate day-to-day smooth functioning of the nursery program
  - Responsible for school budget:
    - manage budgeted expenses and maximize revenue and
    - prepare reports for the CFO and CEO
  - Ensure a safe environment for staff, children and families and coordinate appropriate safety and security drills
  - Increase enrollment until capacity is met by recruiting students, increasing reputation and presence in the community
  - Work collaboratively with JCC Nursery School Director and JCC department directors to provide additive programs for students.
- **Curriculum**
  - Supervise proper execution of curriculum on a daily basis
  - Ongoing evaluation of curriculum by way of staff meetings by age by class throughout the school year
- **Staffing**
  - Recruit, select, review, and discipline teachers, assistant teachers and other appropriate specialists
  - Responsible for ongoing staff supervision and evaluations
  - Facilitate ongoing staff meetings
  - Provide, organize and participate in staff training and continuing education as required by OCFS

- **Parents**
  - Foster ongoing communications with parents and appreciate when feedback is individual to a child's personal situation and when changes need to be addressed for the school overall
  - Foster a collaborative parent/teacher association and work closely with parents for the betterment of the school experience for students in the school and their families
  - Identify potential leaders of the PTA
  - Assist JCC's Director of Development with fundraising for the nursery school with current and alumni parents and grandparents
  
- **Marketing and Communications**
  - Promote the nursery school via
    - coordinated marketing initiatives and social media, and
    - one to one communications with potential parents

### **Education and Experience**

- Bachelor's degree including, or in addition to, 12 college credits in early childhood development, child development or related field
- At least one year full-time teaching experience as a lead teacher
- One year experience supervising a minimum of 3 teachers and assistant teachers in a child care program

### **Skills**

- Proven knowledge in budgeting and tracking expenses and revenue
- Excellent written and verbal communicator
- Creative problem solver
- Skilled at conflict resolution
- Skilled in Google Suite, Facebook, Excel, Zoom
- Familiar with OCFS and Westchester Department of Health regulations a plus

JCCMW does not discriminate on the basis of race, color, religion, gender, national origin, disability, marital status, or sexual identification.