



## **Gan Haverim “Garden of Friends” Preschool Seeks a New Director**

### **POSITION SUMMARY:**

The Gan Haverim Preschool Director supports the mission and philosophy of the synagogue and is an essential member of its senior staff. They report to the CBH Executive Director, supervise an Associate Director, and have oversight of the preschool’s teachers. The Director is responsible for all aspects of the daily operation of the Preschool including curriculum development; periodic program re-evaluation; staff hiring, supervision and professional mentoring; marketing and communication; student recruitment and enrollment; parent relations; budget development; licensing and other duties which may be identified on an ongoing basis.

This position requires strong supervisory, leadership, and communication skills along with a welcoming and nurturing disposition. The ideal candidate will also bring an aptitude for long range planning, budgeting experience, and goal setting, and will be excited to explore ways of growing, developing, and adapting the preschool to meet future needs. Working within a collaborative school environment, promoting an atmosphere of community and cooperation among all interested parties and the ability to consider parent community concerns are a must.

### **About the Gan Haverim Preschool and Congregation Bet Haverim community:**

Gan Haverim Preschool is located in Davis, home of the University of California—a small but dynamic city located midway between San Francisco and Lake Tahoe, and 20 minutes from Sacramento. Gan Haverim is housed within Congregation Bet Haverim (CBH), a vibrant Reform Jewish congregation of 275 families with an active education and youth program.

Gan Haverim, which means “Garden of Friends” in Hebrew, offers a unique, Jewish, emergent play-based learning environment for children of all faiths and ethnicities ages 2-5 years. Here they are inspired to explore, celebrate and learn in a friendly, safe and stimulating environment. With an enrollment capacity of 65 students and year-round programming, Gan Haverim offers both preschool and full day options and families can choose to enroll for a partial or full time week. Gan Haverim welcomes all families, and CBH membership is not required to enroll.

Gan Haverim is looking for a dynamic director who can take initiative and is capable of building upon the preschool’s well-respected reputation as a nurturing, collaborative community for hundreds of

Yolo County families for more than a decade.

## **KEY RESPONSIBILITIES:**

### **Program Development/Quality**

- Manage a year-round (12 month) preschool program including yearly calendar
- Experience with or knowledge of Reggio-Emilia philosophy is a plus
- Oversee short-term and long-term strategic planning development for Gan Haverim in collaboration with senior CBH staff
- Work collaboratively with the Associate Director and CBH Executive Director • Review students' development, abilities, special and daily needs
- Plan and maintain procedures for the management of children's daily routine and curriculum experiences
- Partner with CBH clergy and Education Director on early childhood programs / activities for the community beyond the Preschool (i.e. Tot Shabbat, holiday programs, Purim Carnival, etc.)

### **Preschool Administration**

- Ensure compliance with health, safety and licensing regulations
- Create and implement school-wide policies and procedures
- Work with the CBH Executive Director to prepare the preschool's annual operating budget, tuition plan and staff compensation plan, and monitor the budget on an on-going basis
- Oversee facility maintenance and schedule repairs in partnership with the Executive Director
- Maintain the Preschool website and other social media presence (assisted by the CBH Executive Director)

### **Staff Supervision and Leadership**

- Recruit, hire, evaluate, and oversee the training of teachers and substitute teachers to ensure staffing needs are met
- Conduct regular staff meetings
- Plan and implement regular professional development opportunities for teachers
- Maintain a positive and constructive team atmosphere
- Schedule and coordinate with Associate Director family informational meetings as needed

### **Congregational and Community Relations**

- Represent the Jewish values and philosophy of CBH
- Participate in temple-wide activities deemed important to promote integration of early childhood education and new families with young children into the greater CBH community
- Build relationships with the CBH Board of Directors, Rabbi, and Senior Staff
- Provide monthly reports to CBH Board and periodically attend board meetings

## **QUALIFICATIONS AND JOB REQUIREMENTS:**

- Bachelor's degree or higher in Early Childhood Education (ECE), Child Development or a related field.
- Experience as a Program Director, Assistant Director, or Site Supervisor of a preschool and/or an Early Childhood Education program.
- At least five years of classroom teaching experience in a preschool and/or an Early Childhood Education program

- Must meet State of California's required licensing credentials, pass a background check and qualify for or hold a Child Development Program Director Permit
- Experience with preschool licensing procedures
- Knowledge and appreciation of Jewish traditions, values, and practice
  - Knowledge of Hebrew a plus
  - Willingness to learn and implement a Jewish curriculum
- Excellent verbal, written, interpersonal communication skills to create and maintain positive partnerships as well as communicate with warmth and clarity with children, their parents/guardians, and staff
- Strong leadership and supervisory skills, including ability to provide vision and creativity to grow and strengthen our ECE program through a commitment to the play-based philosophy of learning
- Excellent managerial and problem-solving skills with at least 2 years of leadership experience.
- Ability to delegate responsibilities to staff and encourage and foster individual development, teamwork, and staff morale
- Team player who enjoys collaborating with others and is eager to partner with senior staff to integrate young families into the wider CBH community
- Maturity, flexibility, integrity, accountability, and a can-do attitude
- Computer literacy including Excel, Word, Constant Contact and digital photography

#### **COMPENSATION/BENEFITS:**

Salary range: \$65,000-68,000 plus benefits including health insurance, 403B with match and generous PTO

#### **APPLICATION PROCESS:**

Interested applicants should email a resume and cover letter in PDF format to [schools@bethaverim.org](mailto:schools@bethaverim.org) with the subject line "Gan Haverim Director application". Please include previous management/supervisory roles, teaching ECE/values and practice and connection/knowledge of Judaism. Applicants should be prepared to submit references upon request. Applications will be accepted until the position is filled.