

Early Childhood Program Supervisor

The Leonard and Syril Rubin Nursery School at the Kaplen JCC on the Palisades is looking to hire a visionary, dynamic, and enthusiastic Program Supervisor. The Program Supervisor works in partnership with the Early Childhood Director, Operations Director, and other Program Supervisors to oversee all aspects of school operations including classroom and curriculum development, staff supervision and administrative tasks. Our school is comprised of 20+ classrooms with students ranging from 3 months-5 years. The Program Supervisor will work primarily with one age group, although the range of his/her responsibilities will cover the entirety of the school.

Under the supervision of the Early Childhood Director, the Program Supervisor will have the following responsibilities:

- Supervise, coach and mentor teaching staff, including regular classroom observations, one-on-one reflection and feedback meetings and team meetings.
- Program Supervisor oversees 8 to 10 classrooms and the corresponding staff 16 – 25 teachers.
- Oversee development and implementation of curriculum, blending developmentally appropriate curriculum with Jewish education and our overall vision and mission of the school.
- Coordinate with districts and county regarding services for students with special needs
- Coordinate and help facilitate staff meetings, including age level meetings and full staff meetings, as well as professional development and in-service training.
- Provide and support teachers with current pedagogical research and resources.
- Advise on selection of instructional supplies, materials, and equipment.
- Help to organize holiday and special events.
- Provide information and tours to prospective parents.
- Promote positive staff morale.
- Work collaboratively with entire Early Childhood team, parents, and community members, as well as entire JCC team and other JCC departments in creating and promoting cross-departmental programs and opportunities.
- Oversee ECC Camp programming under supervision of Camp Director
- Other relevant tasks as determined by the Early Childhood Director.

Qualifications and Education:

- Bachelor's Degree required, Master's Degree preferred, in Early Childhood Education or related field.
- 5 years Early Childhood teaching experience.
- Strong supervisory, management, communication, and interpersonal skills.
- Jewish Educational background
- Excellent oral and written communication skills.

Salary is commensurate with previous Early Childhood experience and educational background. Hiring is subject to completion of a background check, fingerprinting, criminal history record information, and child abuse record information check.

All interested candidates please email your resume and cover letter to mpedler@jccotp.org

No headhunters or recruitment firms please. Equal Opportunity Employer. It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group.