

Preschool Director

Full Job description

The Yeshiva Schools of Pittsburgh is seeking an experienced, nurturing and creative full time Director of The Early Learning Center (TELC) to provide leadership and vision for this very successful division of our school. Our community and school is thriving and growing, and currently consists of almost 350 families. We are a Pennsylvania Keystone STARS 4 facility. We pride ourselves on our commitment to a quality, child-centered approach, and our warm, dedicated staff.

The Director will oversee a preschool program serving 110+ children from birth through five years of age. The successful candidate will bring great energy and creativity to the position by working with children and TELC families to improve, enhance and grow the success of this 30+ year old program. The Director will uphold the core values and mission of the school.

Position Summary:

The Director of TELC is responsible for day-to-day administration and oversight of every aspect of the various programs as it relates to our children, staff & parents. The Director also develops the appropriate curriculum and creates the positive social and academic environment that is current in Jewish Education as well as General Education. The Director will determine the needs of the Center to protect the health and safety of the children. The Director will report to the Head of School.

Duties and Responsibilities

Responsibilities include, but are not limited to the following:

1. Continue to grow and support the Centers mission and vision.
2. Hire, train, manage and mentor staff to ensure the overall success of the preschool and maintain supervision and instructional guidance (both Judaic and secular) through regular staff meetings, classroom observations and professional development.
3. Provide support and guidance to the staff and parents to meet each child's individual learning needs.
4. Establish meaningful relationships with parents and maintain effective oral and written communication.
5. Develop and nurture meaningful relationships with staff.
6. Create and actively promote a welcoming environment where every child and parent is treated with dignity and respect.
7. Coordinate, implement and monitor the curriculum for TELC; blend age-appropriate curriculum with Jewish educational values and customs.
8. Work with support staff to ensure consistent compliance to all DHS, CCIS, Keystone STARS and PreK Counts requirements.

9. Oversee and manage day to day operations of the center including but not limited to:
 - a. Behavior management
 - b. "Carpool" Drop Off & Pick up
 - c. Student enrollment
 - d. Summer Program

Qualifications & Skills:

- ❖ Teaching and supervisory experience in a similar position. Current Assistant Directors and/or Head Teachers are encouraged to apply.
- ❖ Excellent customer service skills.
- ❖ Able to build successful relationships and have the ability to influence people at all levels.
- ❖ Proven track record of high performance and exceptional results.
- ❖ Able to lead and manage successfully.
- ❖ Skill in planning and organizing, able to meet strict deadlines.
- ❖ Effective verbal and written communication skills.
- ❖ Able to define problems, and resolve them quickly and appropriately.
- ❖ Skill in efficiently handling conflict and complaints.
- ❖ Ability to work with frequent interruptions and changing priorities.
- ❖ Computer literate, including proficient with Microsoft Office programs.
- ❖ Knowledge of Developmentally Appropriate Practice such as Reggio Emilia, creative curriculum and Conscious Discipline.

Compensation

Salary is commensurate with experience. We offer a competitive compensation and benefits package. You and your family will become part of our caring community.

Schedule:

Full year commitment

Monday to Friday

Weekend availability

Send resumes to hr@yeshivaschools.com