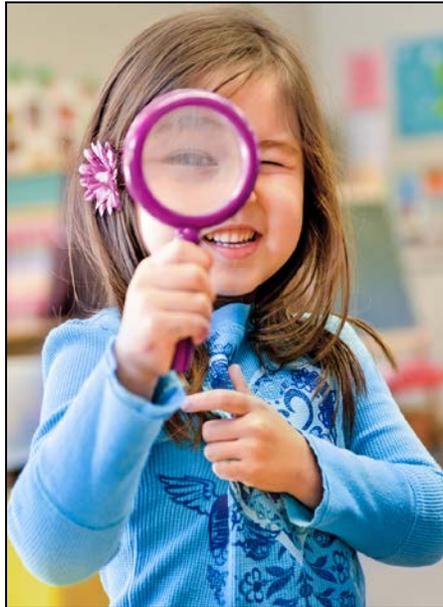


**Leadership Opportunity**  
**DIRECTOR OF EARLY**  
**CHILDHOOD EDUCATION**



**PENINSULA JEWISH COMMUNITY CENTER**

Foster City, California

July 2014

**The Organization**

Located in Foster City, 20 minutes south of San Francisco, the Peninsula Jewish Community Center (PJCC) cultivates Jewish culture and values, builds community, and develops leadership on the North Peninsula of the San Francisco Bay Area. The organization's excellent educational, cultural, and recreational programs create a vibrant, inviting gathering place where people of all backgrounds and ages feel at home.

**Mission Statement of Peninsula Jewish Community Center**

Reaching 20,000 people annually, PJCC's life-enhancing programs span the generations to educate, promote wellness and happiness, prevent isolation, and strengthen Jewish, interfaith and family bonds. The mission of the PJCC is to build a caring and connected community, develop leadership and strengthen Jewish identity and values in a center with an environment that is welcoming to all people at every stage of life.



## Guiding Principals of PJCC

Jewish Life – *Chavaya Yehudit*

Welcoming All – *Hachnasat Or'chim*

Our Community of Family & Friends – *Kehilla u'Mishpacha*

Wholeness of Body, Mind & Spirit – *Shleimut*

Repairing the World – *Tikkun Olam*

## The Preschool Program

The Early Childhood Education (ECE) of PJCC offers a play-based learning environment and recognizes each child's unique and special abilities. Every child is respected as a competent and capable learner, full of potential and talent. The pre-school's trained and experienced staff creates an environment of hands-on discovery and discussion, encouraging children to make decisions based not on impulse but on Jewish ethics and values such as respect, responsibility, kindness, and community.

The school's warm and caring staff is an experienced group of dedicated, early-childhood professionals who combine a strong educational background with a love for and appreciation of young children. Together the teachers create a culture of life-long learners with ongoing, professional development training in the most current research, and philosophies for early learning.

The preschool's curriculum is designed with the children and their development in mind. Children learn about themselves, the world around them, and the richness of Jewish life in an atmosphere of love, joy, respect, and safety.



Fundamentals include:

Social Development: Building self-esteem, social interaction, self-control, conflict resolution skills, and friendship

Cognitive Development: Early literacy, foundational mathematics, science exploration, music, language development, and creative arts

Physical Development: Motor development, personal hygiene, nutrition, safety, music, and movement

**The Early Childhood Education Director** is the leader of the PJCC's highly successful and recognized preschool program, who, through strategic thinking, direction, and mentoring, effectively articulates and supervises the implementation of the vision for these programs. The Early Childhood Director uses PJCC's guiding principles, and the school's core values, to encourage a strong curriculum that engages teachers and children as well as their families. The person in this position, which serves 300 children and families, works diligently to ensure that the programs and activities offered are effective, inspired, and of the highest quality.

The Director's responsibilities include department management and leadership, strategic planning, program and curriculum development, staff management and professional development, budget development and management, marketing and communications to diverse constituencies, enrollment recruitment, and licensing compliance.

## Responsibilities of the Director of Early Childhood Education

The Director supervises an Assistant Director and Program Coordinator and two support staff as well as a teaching staff of over 40 ECE educators.

### Administration

- Ensure that the day-to-day operations and programs are professionally and efficiently organized and administered
- Develop, implement, and monitor annual program budgets and fee structures
- Develop and implement fundraising, coordinated with the PJCC's Development Staff
- Direct program compliance with California Community Care licensing and ensure the health and safety of all children and staff at all times
- Lead and design written and oral presentations

### Curriculum and Program

- Lead and guide staff in the design and implementation of an enhanced, integrated, Jewish, and developmentally appropriate curriculum
- Ensure that the learning environment maximizes opportunities for growth and enrichment for all children and their families
- Develop short and long range objectives for curriculum

### Staff Supervision and Professional Development

- Responsible for all aspects of personnel management, in collaboration with the Assistant ECE Director
- Create opportunities for staff to continue to learn in formal and informal settings and to receive follow up and reflection necessary for growth
- Direct and ensure that ECE staff are informed, involved, and integrated in the development and implementation of program outcomes and objectives, and ensure that curriculum and all programs align with the school's vision and core values

### Strategic Planning

- Demonstrate and provide leadership and vision to inspire parents, children and staff to engage fully in the program
- Promote a nurturing, welcoming and engaging atmosphere
- Manage, implement, and monitor long and short-term strategic plans for ECE programs

### Partnerships with Parents

- Create strong relationships and partnerships with preschool families and be available as a resource for consultation and guidance regarding parenting, child development and education
- Assist and guide children, families, and staff along their Jewish journeys
- Provide effective communication with families
- Work collaboratively with the Parent Keshet (*connection*) Committee

### Fast Facts about PJCC ECE

280+ students  
40 faculty: 14 head teachers and 26 assistants  
Community: 60% Jewish and 40% non-Jewish  
Annual budget for ECE: \$3+million  
Fundraising goal: \$100,000

#### Preschool Programs:

Tiny Tots: 18-24 months

K'ton ton (Little People):

Two-Year-Olds

Keshet (Rainbow):

Three-Year-Olds

Kee Tov (Something Good):

Four-Year-Olds

Extended Day Options for Preschoolers



UpToUs – A useful online community forum for families and school to communicate, including daily announcements, updates, calendars, photos, and important information.

#### Preschool Library – Joshua's Corner

Students can check out books before and after school. Once a week each classroom visits the library.

### Enrollment & Marketing

- Responsible for marketing, outreach, and building enrollment
- Initiate and coordinate with PJCC marketing staff
- Supervise and manage the enrollment process



### Qualifications for the Directorship

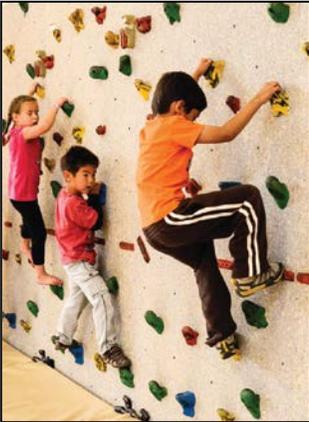
- Strong interpersonal skills and an ability to lead and collaborate inspirationally
- Five plus years of teaching and supervisory experience in early childhood program with demonstrated experience in program planning and implementation
- Demonstrated leadership skills, and ability to provide effective guidance and stability for program continuity and to act as a role model for staff and families
- Demonstrated experience in financial management and planning
- Knowledge of Jewish life, traditions and culture, as well as an ability to integrate these concepts appropriately in program, environment and with staff
- Superior written and oral communication skills
- Masters degree in Education, Early Childhood Education, Child Development or a related field preferred



## Opportunities and Challenges

### Opportunities

The preschool has long benefitted from the leadership, guidance, and extensive resources of the PJCC. ECE is poised to build a more independent identity, while maintaining its important relationship with PJCC. The new Director will develop a vision, mission, and strategic plan for ECE, while sustaining the mutual respect and symbiotic relationship of the two communities. Additionally, the new Director will be able to enhance ECE's presence in the area through social networking and marketing. With a cohesive, invested staff, the Director will benefit from this wonderful Jewish community. The families, past and present, are deeply dedicated to educating the children of the preschool, and the Director will find great support in leading an initiative to research new curricular tools that make sense for ECE, its teachers, administrators, stakeholders, families, and students.



### Challenges

Presently the Early Childhood Education program at PJCC provides an outstanding experience for children and their families. The incoming Director of ECE will enter a solid, healthy, and professional community, where there exists room for further growth. He or she will be educating the children of parents who expect a great deal not only from their child but also from their child's school. The teachers, who are extremely dedicated, need a leader who can challenge and inspire them while deeply respecting and understanding the effective program already in place. Furthermore, there exists an opportunity for a deeper connection and more fluid communication between all constituencies of the preschool as well as those of the greater Peninsula Jewish Community Center. Indeed, a leader with initiative and an ability to create cohesion will further fortify the talent and visions of each organization. The Director will support and build on the vibrant Jewish atmosphere while honoring the diverse community that is unique to PJCC.



## Life in the Silicon Valley of Northern California



Located just south of San Francisco on the Bay Area Peninsula, Silicon Valley provides a lifestyle rich with culture and outdoor activities. San Francisco sits just 20 minutes away by public or private transportation, thus offering the many cultural features of that wonderful city. With the San Francisco Bay to the east, the Pacific Ocean to the west, and the Santa Cruz Mountains nearby, the peninsula boasts a lifestyle full of opportunities for exploring the outdoors from hiking to golf, kayaking to biking.



This area provides gorgeous views and plenty of waterfront space; in fact, Foster City possesses 223 acres of waterways, 13 miles of shoreline, and 12 residential islands.

The economy in Silicon Valley has not felt the strains of the recession with the booming businesses of the region. Real Estate is plentiful, and many homes have won awards for architecture and design. The distinct look and feel of Foster City set it apart from other cities of the peninsula with its

countless bridges and unique architecture. It truly is a beautiful place to live.

Throughout the year, people enjoy festivals (Arts & Wine Festival and Polynesian Festival) as well music, art and theater events. There are pioneering, delicious restaurants throughout the region and countless neighborhoods filled with trendy, up-scale shops. People from all over the world visit this location, made famous by companies like Google, Facebook, and Apple but with so much more to offer.



### Compensation

The Director of Early Childhood Education at PJCC will enjoy the following benefits: medical, dental, 403b retirement, flexible health spending account, employee assistance program, travel assistance program, life insurance, long-term disability and athletic center membership.

### Application Procedure

Interested candidates should email a cover letter stating their interest in this position, a resume, and a one-to-two page educational leadership philosophy statement. The statement should reflect your candidacy specifically in relation to being Early Childhood Education Director at PJCC and the preschool's core values. Please send your materials to [Leadership@CalWestEducators.com](mailto:Leadership@CalWestEducators.com). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, disability, or veteran status.

For more information on the pre-school, please visit their website, [www.PJCC.org](http://www.PJCC.org), and click on "Preschool."

Search Consultants:

**Lee Miller**, Founder and Senior Search Consultant

**Liz Ganem**, Search Consultant

**Leah Biegeleisen**, Search Liaison

**CalWest**   
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