

Neveh Shalom Foundation School is seeking an experienced, creative full time Administrative Director of Early Childhood for our loving and nurturing early childhood program. Foundation School is inspired by the Reggio Emilia educational philosophy. We see our students as infinitely capable, and as such, our teachers collaborate with students to create meaningful and relevant curriculum that inspires the group of learners in each classroom community. We believe it is our task to support our students to become able citizens of our community who have the skills to be independent learners, kind friends, and advocates for themselves as they gain readiness for kindergarten and the world beyond.

The Administrative Director will oversee our Conservative Jewish preschool program serving 90+ children from ages 12 months through five years, and will partner with and be supervised by the Foundation School Director.

Duties and Responsibilities:

Assist in directing all aspects of the preschool program including:

- *Ensure school complies with state and local licensing requirements
- *Recruitment and retention of students and families
- *Finance and administration, including payroll and budget
- *Manage the schedule and staffing for school including subs, vacation time, camp schedules, and electives

- * Maintain a variety of records, including registrations, permission slips, accident reports, medical records, etc.
- * Responsible for administrative tasks for the school including registration, rosters, documentation for licensing, immunization records, updating staff and student files, running emergency drills, school calendar, room set up and coordination with facilities director, Remini support, and any other tasks relevant that may arise.
- *Support marketing plan for the school, including social media
- *Must work an annual schedule including spring break, winter break, and summer camps
- * Work toward becoming a master ORO trainer
- *Daily support for teachers, students, and parents
- *Must be a motivated self-starter
- * Knowledge of Judaism and/or the Reggio Emilia philosophy a plus but not required

Qualifications & Skills:

Bachelor's Degree in Early Childhood Education or related field required.

Minimum five years teaching and/or supervisory experience in a similar position. 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 into the future. Must be able to work within a collaborative school environment, promote an atmosphere of community and cooperation among all interested parties and must be able to consider parent community concerns. Familiarity with MS Office and

technological literacy. Must be able to lift 40 pounds, sit on the floor for extended periods of time, stand for at least 30 minutes, must be in compliance with all requirements for the early learning division of Oregon.

Compensation:

Salary range is \$48,000-\$55,000 annually and includes medical and dental benefits, excellent retirement package, paid PTO, vacation, and national holidays.