

**Temple Beth Israel**  
**Preschool Director**  
Eugene, Oregon

**Position Summary:**

Temple Beth Israel is seeking an experienced, energetic, full-time professional to be a part of the leadership team of our congregation to reopen our Preschool. This position will include responsibility for the overall daily operation of the TBI Preschool, the educational policies and procedures, supervision of all school staff and students, and school finance and operations.

Following a period of closure due to Covid, we are eager to reopen our top-quality early childhood program. We are looking for an innovative, flexible leader to develop the program, guide Oregon licensing, shape curriculum, market to and communicate with potential families, and hire teachers. We serve toddler and preschool age children, with partial and extended day options. Our facility, located in the TBI building, is spacious, light filled, and designed for optimal learning, play, and safety. TBI is the largest Jewish community in Central Oregon with approximately 400 member households. TBI is an inclusive, diverse congregation, affiliated with Reconstructing Judaism.

**Responsibilities Include:**

**Quality Education**

- Oversee daily operations of the Preschool, assuring compliance with all Oregon EEC regulations
- Maintain high quality standards of early education and care for all children
- Provide vision and nurture creative learning opportunities in an inviting, inclusive environment
- Develop child-centric academic and social-emotional curriculum along with education staff
- Demonstrate willingness to participate in continued professional development and keep up to date on early childhood research and trends
- Demonstrate openness, understanding and commitment to children with diverse backgrounds, interests, and abilities
- Monitor classroom practices, room arrangement, lesson plans, daily schedules, routines and transitions and provide classroom teaching support as needed

**Program Leadership**

- Establish and advance the vision and mission of the TBI Preschool in collaboration with the TBI leadership
- Market and grow the program, give tours, oversee enrollment
- Recruit, supervise, and mentor teachers
- Facilitate staff schedules, meetings and classroom observations
- Develop and implement policies and procedures, parent handbook, staff contracts, and health and safety guidelines in accordance with state and local requirements
- Communicate effectively with parents, foster and maintain positive relationships with families, and support parents with child development
- Develop and manage the budget and tuition and financial reconciliations

- Partner with rabbis to infuse Jewish values, holidays, and cultural experiences into the program and connect the Preschool with synagogue life
- Manage board relations, including presenting reports to the board as requested.

**Qualifications:**

- Bachelor's degree in early childhood education, elementary education or child development. Master's preferred.
- Meet the current requirements of the Oregon state regulations of Child Care Licensing including:
  - Must be enrolled in the Oregon Registry at a step 9 or will achieve that level within the following school year
- At least 3 years of experience working with young children and managing and supervising adults and children in a school environment or the equivalent
- Familiarity with Jewish traditions, ritual and Judaic curriculum (or willingness to prioritize the development of this knowledge base)
- Experience supervising teachers and developing curriculum preferred
- Strong leadership and management skills including change management
- Excellent interpersonal and written communication skills
- Self-starter, organized, flexible, caring, approachable
- Commitment to teamwork

**Salary and Benefits:**

Salary is in the \$50K range with a generous benefits package and opportunity for growth.

- Group health insurance
- Paid vacation and Jewish and national holidays
- Temple Beth Israel membership
- Reduced preschool and religious school tuition
- 3% Simple IRA retirement contribution after 12 months of employment

**How to Apply:**

Please submit the following to [info@tbieugene.org](mailto:info@tbieugene.org)

- A cover letter in which you clearly describe how your knowledge, skills, and abilities prepare you for the job responsibilities and requirements outlined in the job announcement. Please discuss each element completely and succinctly.
- A resume of your educational and professional work experience.

Start date is flexible. We are looking for a Director to start part-time in the spring of 2021 to assist with reopening, licensing and registration. The position will increase to full-time upon reopening and no later than September 2021. Salary range posted is for full-time employment. Adjustments to compensation will be made while the position is part-time (spring to reopening).