

The Edlavitch DCJCC, located in the Dupont Circle area of Downtown D.C. is seeking an organized, warm, nurturing full-time Preschool Assistant Director for its Reggio-inspired, NAEYC-Accredited program. The school currently has 120 children in its nine classrooms, ages 2-5, and operates a full-day program throughout the calendar year. The position reports to and works collaboratively with the Preschool Director. The Preschool has continued to grow in the last few years, and is looking to continue this in the coming years.

Specific responsibilities include the following:

Scheduling and staffing:

- Weekly scheduling for all full-time Preschool staff
- Keeping track of teacher and afternoon teacher attendance
- Hiring and training all afternoon teachers/subs
- Development of aftercare program outline
- Staffing/scheduling/coverage for aftercare program

Aftercare program:

- Supervising aftercare staff (10-18 teachers) and creating daily schedule for afternoon teachers
- Managing all communication with aftercare staff
- Managing student aftercare sign-up and charges

Enrichment program:

- Researching and choosing classes to offer
- Scheduling locations/staff/contractors for Enrichment classes
- Managing online sign-up for Enrichment classes and parent communication

Administrative Duties:

- Planning and running staff meetings with the Preschool Director
- Managing the day-to-day running of the school with the Director
- Parent communication and meeting with parents as needed
- Managing all aspects of the biannual Preschool Scholastic Book fairs

Admissions/Enrollment:

- Processing waitlist applications and charging for the waitlist deposit
- Offering placement in the preschool and following up with those offers
- Logging and copying contracts
- Scheduling and running all group and individual tours
- Ensuring all OSSE, NAEYC, and DCJCC paperwork is submitted and complete

Minimum of a Bachelor's Degree in Early Childhood Education, Education or a closely related field preferred, with at least 2 years' experience working in a preschool setting. A strong Judaic background is essential. A familiarity with Reggio educational approach is preferred. Strong administrative and management skills are necessary, along with excellent interpersonal and communication skills needed.

Preferred Start Date: July 1, 2016

Salary: Commensurate with experience

Send Resume and Cover Letter to: Bini Silver at bsilver@washingtondcjjcc.org