

## **BYDS Interim Early Childhood Director**

Beth Yeshurun Day School (BYDS) is an Early Childhood/Elementary School (15 months through 5th grade) in Houston, TX. At BYDS, our students come first. When they are happy and flourishing, great education happens.

BYDS is seeking an Early Childhood Director to serve as the educational leader of the Early Childhood Program, from CDO (15 months) to Pre-Kindergarten grades; take responsibility for all compliance with ISAS, NAEYC, and State guidelines and regulations pertinent to the operation of early childhood program and facilities. Candidates must have a minimum of a Bachelor Degree, be able and willing to work from 7:30am – 4:00pm, and have excellent oral and written communication skills in English.

### **Responsibilities include:**

- Direct and lead the educational activities of all Early Childhood instructional staff, in addition to any non-instructional staff assigned to duties in service of the Early Childhood program.
- Articulate expectations of teachers and families, student behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- Collaborate with the Administrative Team in the execution of the school mission, school goals, department goals, curricular objectives, and any pertinent association/accreditation objectives.
- Provide an orderly, controlled environment in which learning can take place, a school climate which is supportive and which reflects high morale.
- Establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of school operations.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- Conduct regular meetings with Early Childhood faculty focused on both routine school matters and stimulating an exchange of ideas of educational/philosophical interest and concern.
- Oversee student progress reporting and division-wide communications, i.e. weekly newsletters.
- Maintain a visible presence in all areas of the school; to work toward a resolution of all problems - both routine and unique - as they arise; to keep the Head of School informed of the general programs, activities, and problems in the school.
- Actively assist in the admission process, including school tours, student testing or observations, and the evaluation of applicants for enrollment, wherever/whenever applicable.
- Perform other duties as assigned by the Head of School.

### **Successful Applicants will have:**

- Two or more years of experience working in a school leadership position.
- The professional behavior to meet with parents and offer solutions and/or advice.
- Exceptional interpersonal skills.
- Knowledge of early childhood curriculum and safety regulations.
- An understanding of the developmentally appropriate education for every EC grade.
- Experience handling confidential information
- Punctuality, good attendance, and strong work ethics in all areas
- The ability and willingness to work cooperatively with the administrative staff, other child care teachers, and assistants
- Forward-thinking ideas and attitude
- Certified in First Aid a plus
- A valid Texas driver license with clean driving record

- The ability to maintain accurate and detailed records

Applicants must have a functioning vehicle for transportation; public transportation is not an option in the area.

Interested candidates should send a cover letter, updated resume, and the names, telephone numbers, and email addresses of three references. At least two of the references should be professional. Please email documents to [ckirsch@byds.org](mailto:ckirsch@byds.org).

### **About Beth Yeshurun Day School**

Founded in 1948, BYDS is the oldest Jewish day school in Texas and surrounding areas. The mission of Beth Yeshurun Day School is to foster confidence, leadership, a love of learning, and a sense of responsibility in students by honoring individual strengths in an environment dedicated to academic excellence, Jewish teachings, and the continuity of Jewish values. Housed on the Caress campus of Congregation Beth Yeshurun, the largest Conservative synagogue in the United States, BYDS serves students from 15 months old through fifth grade in Southwest Houston. BYDS is an equal opportunity employer.