



preschool... a great beginning 

Position: Kif Kef (Extended Care) Director

Hours: Full time Monday through Friday

Job Description:

The Kif Kef Director manages the Kif Kef (Extended Care) program at the APJCC Preschool and Camp Katan. The APJCC Preschool and Camp Katan are the central Early Childhood programs of the Addison-Penzak Jewish Community Center in Los Gatos. The programs serve 160 children from 18 months to 5 years old in a developmentally appropriate, play based, Jewish environment. The Kif Kef Director must have superior communication skills and a solid knowledge of child development. The Kif Kef Director will join a team of dedicated and dynamic teachers and will report to the Early Childhood Services Director. Position will be available beginning August 2008.

Duties include, but are not limited to:

- scheduling of staff for the afternoon and early morning hours
- supervising Kif Kef staff
- supervising the development and implementation of Kif Kef curriculum
- billing for drop-in care
- posting charges for monthly Kif Kef contracts
- communicating with parents about the Kif Kef program and Kif Kef specific issues for their child(ren)
- assist in the annual budgeting process
- working with the Preschool Director on overall preschool procedures and decisions
- performance of other duties may be requested for the Preschool and APJCC organization

Qualifications:

- Bachelor's degree in Early Childhood Education or a related field
- Site supervisor permit or qualifications per state licensing to be a qualified program director
- Minimum 4 years as a preschool teacher
- Some supervisory experience
- Understanding of developmentally appropriate practices and play based programming
- Excellent interpersonal and communication skills
- Computer literate

Apply to: Cyndi Sherman, Early Childhood Services Director

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