



The Amy Gail Buchman Preschool is located within the **Congregation Sharaai Zedek** and is one of the premier preschools in the greater Tampa region. The Synagogue is looking for a new **Preschool Director** to lead this wonderful program effective no later than July 1, 2022. Big Back Pack has been retained to lead a national search for this fantastic opportunity. Contact Steve Mandell at steve@bigbackpack.org or Hacker Burr at hacker@bigbackpack.org for more information.



The Preschool

The Amy Gail Buchman Preschool maintains a safe, healthy, nurturing, and engaging environment for children, where all social, emotional, and cognitive developmental needs are addressed. Opportunities are provided for children to take responsibility, make decisions, and learn through play.

Learn more about the Preschool at - <https://www.zedek.org/preschool/>.

We are a community school that prides ourselves on our diversity which reflects in our student body. We welcome families and staff from many different backgrounds which contributes to a culturally rich environment. Our program options are available for children ages 1-year through Pre-Kindergarten.

The Amy Gail Buchman Preschool at Congregation Sharaai Zedek is a place for children to build a strong foundation for their academic future and is the reason why our school has earned its reputation for academic excellence.

Our mission is to provide an optimal learning environment that helps discover and develop the gift and talents of each and every child. Each child develops at their own rate and success must be measured in growth, not comparison.

Our school was founded on the belief that children develop a world of knowledge through creative purposeful play. This purposeful planning in the curriculum, provides children with hands-on learning experiences that help them grow developmentally, cognitively, emotionally and socially. Our Curriculum is integrated so that experiences are connected, and learning is meaningful. Children are exposed to a language-rich environment that encourages the early skills necessary for reading and writing. Along with academic readiness, our goal is to instill within children and their families a sense of belonging and community. Through an emphasis on morals and values and community service projects, this helps us move towards a goal of a greater good, to be productive and contributing citizens and human beings.

We welcome families of all backgrounds. Our children learn the traditions and moral values of Judaism as part of their education. These lessons are woven naturally through all of our activities and become a meaningful and treasured part of each child's personal experience. The Buchman Preschool is truly a progressive place.

Basic Duties and Responsibilities

- Plan, organize, direct, manage, and supervise programs for preschool-age children and facilitate positive relations among Preschool staff, parents, and the Synagogue.
- This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition.
- Must be able to work positively within a parent-participation school environment and promote an atmosphere of community and cooperation among all interested parties.

Program Development

- Maintain develop or modify curriculum to meet the needs of children enrolled in the Preschool and remain current with developments in the field.
- Develop long term plans to facilitate the growth of the Preschool.
- Define policies of admission, attendance, tuition and educational goals and establish all other necessary policies, procedures or rules pertaining to the operation of the Preschool.

Staff Supervision/Employee Relations

- Have knowledge of developmentally appropriate curriculum, interactions and environments.
- Oversee and assist the Preschool staff in administering, planning and evaluating activities and lesson plans that promote developmentally-appropriate learning.
- Train and supervise the Preschool staff by holding regular meetings, mediating minor disagreements, and assisting in the classroom when necessary.

- Plan, organize, coordinate, and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development.
- Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive employee relations environment.
- Conduct Preschool staff performance evaluations.
- Arrange for substitute help for the Preschool staff (and serve as a substitute as needed).
- Coordinate recruitment and hiring to fill Preschool staff vacancies and make hiring recommendations to the Synagogue leadership.

Administration

- Primary responsibility for handling day-to-day administration of the Preschool, including determination of all schedules, assignment of Preschool staff responsibilities, and utilization of office/classroom space and resources.
- Ensure compliance with licensing requirements of the Department of Social Services, and all other applicable county, state and federal laws, rules and regulations.
- Serve as the primary point of contact with all governmental and regulatory bodies in connection with the Preschool.
- Plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety.
- Manage all aspects of student admissions.
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool.

Fiscal Responsibilities

- Work with the Synagogue leadership to prepare an annual budget for approval.
- Responsible for operation of the Preschool pursuant to an approved budget, including collection of enrollment fees and tuition, purchase of routine equipment and supplies, and handling of routine banking transactions in accordance with established financial policies and procedures.

Communication and Leadership

- Develop a strong rapport with the Community by attending planned and ad hoc meetings (as required), presenting monthly reports to the Synagogue leadership on Preschool operations (to include budgetary information), and responding to requests for information in a timely manner.
- Communicate effectively with Preschool parents and staff, prospective families, and the Synagogue leadership in order to promote understanding and support of the Preschool's ministry. Encourage feedback regarding Preschool programs and activities.

Qualifications

Must meet licensing requirements, including the following: B.A. in early childhood education or elementary education and five years of teaching experience in a child care center, an early childhood program, or elementary school. Demonstrate a working knowledge of current child care center regulations and policies. Prior Preschool Director experience is preferred. A strong appreciation for faith based education, particularly in a Jewish school would be helpful.

Opportunities for the New Preschool Director

- Recruit and retain the most wonderful faculty and staff.
 - Lead and collaborate in the continued development of curriculum and program -- Arts, Language, World Cultures, Handwriting Without Tears, STEM, etc.
 - Strengthen the bridge between Synagogue leadership and the Preschool.
 - Examine daily schedules for the most effective approach to staffing and programming.
 - Serve as key liaison between the Preschool team and Preschool Parents Association.
 - Grow community connections between the Preschool and local Tampa families.
 - Represent Preschool and Synagogue congregation as face of Jewish values and the strong academic program.
 - Complete Florida Kindergarten Council membership and accreditation process.
 - Examine benefits of joining Prizmah, the Center for Jewish Day Schools.
 - Work with Synagogue leadership to create and implement a new Strategic Plan.
-

The Congregation

Congregation Schaarai Zedek is a Reform synagogue serving over 1,200 households throughout the Tampa Bay area. Schaarai Zedek members become part of an active, vibrant Jewish community, offering weekly Shabbat Services, ongoing educational and social events and award-winning social action programs. The congregation includes women and men of all ages, couples, singles, families with and without children, and interfaith families. Congregation Schaarai Zedek is affiliated with the Union for Reform Judaism, the national Reform movement (formerly the Union of American Hebrew Congregations).

“Schaarai Zedek is a welcoming, inclusive synagogue that embodies these three names. As a house of worship, we pray together in diverse ways, celebrating Shabbat and holidays with meaningful, engaging services. As a house of study, we learn together with creative methods, engaging classes, and intriguing lectures. And as a house of gathering, Schaarai Zedek is a

place for Jewish families of all types to come together for events including movie nights, community service, and live music and dancing. Whatever we do, our goal is always to create and support the Jewish community and have fun while we do it. But most importantly, the *bayit* that is Scharai Zedek is not just a house, it is a home. As we pray together, learn together, and gather together, we love being together.” -*Rabbi Joel Simon*

Living and Working in South Tampa, Florida

South Tampa is lined with palm trees, and you'll feel the warm, salty breeze coming through from the ocean. But beyond that, it's one of the best places in Florida to live in! South Tampa is known for Bayshore Boulevard, which is home to the longest continuous sidewalk in the world. Those moving to South Tampa do so for the upscale neighborhoods and residential homes. Though much of Tampa is a tourist attraction, living in South Tampa helps you stay in a beautiful area without all the tourists.

South Tampa may be known for its historic district, but the history of South Tampa is actually pretty short. It was only developed around 100 years ago in the beginning of the 1900s. In the 1880s, Henry B. Platt sold the land that made up South Tampa. No one had any plans to develop it because it was considered to be uninhabitable. There was too much brush, and the cost to clear it all would be monumental. However, a few investors, mainly the Mabry family, purchased the land in hopes of convincing people to reside there. Originally named "Beach Park by the Bay," they hoped people wouldn't mind that the city was nearly empty.

The people residing in South Tampa are diverse, family-oriented, and enjoy living in such a safe city. What's so great about the South Tampa suburb is that there are so many different neighborhoods to choose from, so you can find a little of everything. Most of the people migrating to South Tampa are families and young professionals. There aren't too many single professionals. The Beach Park neighborhood in South Tampa is filled with historic homes that were built in the 1930s and 1940s. Most of them have been redone on the inside, but others have been torn down completely and rebuilt. You'll find plenty of families and older, established professionals.

To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé

- A one-page statement of educational philosophy and leadership practice
- A list of five (5) professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:



Steve Mandell, M.Ed.
Founder and Managing Director
Big Back Pack, LLC
steve@bigbackpack.org



Hacker Burr
Senior Search Consultant
Big Back Pack LLC
hacker@bigbackpack.org