



Assistant Director of Early Childhood

Memphis JCC
6560 Poplar Avenue
Memphis, Tennessee 38138

Supervised by:

Director of Early Childhood

Position Status:

Full-Time; Salaried, Exempt

Benefits:

401k
Medical, Dental, and Vision Insurance
Paid Time Off
MJCC Membership
Discounted Programs
Professional Development Opportunities

Position Summary:

The Memphis Jewish Community Center's Early Childhood Center (ECC) is focused on meeting the growth and developmental needs of all of our students, ages 6-weeks to five years old. We are a nurturing community that creates a safe and fun environment with Jewish values at our core.

The Early Childhood Center Assistant Director supports the overall operation, management, and continued success of the ECC by providing leadership in program administration, staff development, curriculum support, family engagement, and daily operations. The Assistant Director will serve as a key member of the ECC leadership team, partnering with the Director to ensure a high-quality, safe, nurturing, and developmentally appropriate learning environment for children.

While the primary focus of this role is supporting teaching staff through instructional leadership, curriculum implementation, coaching, and professional development, the Assistant Director will also assist with staff supervision, classroom operations, enrollment support, family communication, and program improvement initiatives. This position ensures that the ECC maintains compliance with Department of Human Services licensing regulations, National Association for the Education of Young Children (NAEYC) accreditation standards, organizational policies, and best practices in early childhood education.

The Assistant Director serves as a visible and supportive leader for children, families, and staff, fostering a culture of collaboration, professionalism, and continuous growth.

Essential Duties and Responsibilities:

Instruction and Curriculum:

- Support the development, implementation, and ongoing evaluation of curriculum aligned with early learning standards, program goals, NAEYC best practices, and developmentally appropriate practices. Ensure classroom experiences provide a balanced approach to social-emotional, cognitive, physical, language, and creative development.
- Collaborate with teachers to adapt curriculum and instructional strategies to meet the diverse needs of all children, including children with special needs and English language learners.
- Conduct classroom observations and provide ongoing coaching, feedback, and support to strengthen teaching practices.
- Model effective instructional strategies and partner with teachers through co-teaching, demonstration lessons, and in-the-moment support.
- Plan, facilitate, and support professional development opportunities, workshops, and in-service training for early childhood educators.
- Stay current with research-based practices, early childhood trends, and emerging approaches in the field of education.
- Mentor new teachers and support the continued professional growth, confidence, and effectiveness of all classroom staff.
- Support teachers in the effective use of developmentally appropriate assessment tools to document learning and track child progress.
- Review classroom and program-wide assessment data to identify trends and inform curriculum planning, instructional decisions, and continuous improvement efforts.
- Serve as a resource and thought partner for teachers in areas including child development, classroom environment, behavior guidance, curriculum implementation, and instructional practices.

(These responsibilities are not to be construed as a complete statement of all duties performed or required.)

Qualifications:

- Bachelor's Degree in Early Childhood Education, Child Development, Education, or a related field preferred
- Minimum of three years of classroom experience in an early childhood setting; supervisory or leadership experience preferred
- Strong understanding of early childhood curriculum frameworks and best practices (e.g., Creative Curriculum, Reggio Emilia, HighScope, NAEYC Developmentally Appropriate Practice)
- Experience with coaching, mentoring, or supporting early childhood educators preferred
- Ability to understand, support, and implement program goals, policies, and quality improvement initiatives
- Ability to lift, carry, push, and pull up to 50 lbs. as needed to support children and classroom operations
- Ability to frequently bend, squat, crawl, kneel, and sit on the floor while engaging with young children
- Physical stamina and flexibility to move throughout the day and respond to the needs of infants, toddlers, and preschool-aged children

- Knowledge of, or willingness to learn about, Jewish culture, traditions, and values
- CPR/First Aid/AED Certification, or willingness to obtain upon hire
- Strong verbal, written, and technological skills
- Excellent communication, leadership, organization, and problem-solving skills
- Ability to build positive relationships with children, families, and staff
- Commitment to fostering an inclusive, collaborative, and nurturing early childhood environment