Title: Full-time Program Director, Bayit Afterschool
Supervisor: Founding Executive Director

Organization Description and Opportunity

Hebrew for "home," Bayit Afterschool is an independent organization that provides families with an enriching childcare program. Our innovative, 3 year-old Evanston-based program supports Jewish families through a curriculum that is committed to social-emotional philosophies and builds community through afterschool activities that echo the summer camp experience. Families enroll children for 2-5 days weekly and we meet Monday through Friday from approximately 3:00-6:00 p.m. as well as on some weekdays when school is out.

Because children are comfortable in our space, they express themselves uniquely and build confidence in conjunction with their Jewish identities. Our website is [www.BayitEvanston.com](http://www.BayitEvanston.com).

Bayit is staffed by a team of educators. This is not the typical “religious school teacher” position. We are looking for a leader who can guide our staff team as a mentor, facilitator and colleague as well as oversee our curricular goals and build community.

We are seeking an individual who brings a unique set of skills and commitments to this sacred work and possesses many (if not all) of the following abilities and characteristics. See below for specific qualifications.

A) Engagement with Children
   • Possesses a working knowledge of the growth and development of children and ability to utilize this information in learning settings.
   • Has experience in developing and facilitating learning projects with children.
   • Is invested in the learning of the children in our program.
   • Demonstrates a joyful disposition with children.
   • Has the ability to actively participate in children’s learning activities, including frequent reaching, stooping, sitting on the floor and bending and occasional lifting and carrying of supplies.

B) Reflective Practitioner
   • Invested in your own learning and striving for excellence in your practice.
   • Willing to challenge assumptions about teaching and learning and experiment with new approaches, including an informal learning environment.
• Ability to reflect on one’s practices and to improve upon them.

C) Community Builder
• Willingness or experience in creating community.
• Desire to be part of a creative team that is seeking to redefine the ways in which innovative programs engage and educate children and families.
• Eagerness to partner with, and learn from, and mentor fellow educators in a team setting.
• Ability to proactively listen to children and families, gain an understanding of their circumstances and challenges, and support them appropriately.
• Strong written and oral communication skills.
• Proficient in the use of technology and comfortable with social media.

D) Jewish Life and Learning
• Interest in engaging with Jewish traditions, practices, rituals, prayer, holidays, and texts, and an ability to seek out new learning.
• Familiarity with the Hebrew language – while fluency is not required, it is expected that our Program Director will be comfortable integrating Modern Hebrew into the program, with the assistance of native Hebrew-speaking team members.
• Openness to, and support for, a multiplicity of expressions of Jewish life and practice.
• Experience or talent with working in artistic media and/or music, nature, yoga, dance, physical education, etc. is a plus.

Overview of Responsibilities

Following is a list of responsibilities for which the Program Director is responsible as the leader of our team of educators. Depending on the skill-set of the individual in the position, some of the tasks related to these specific responsibilities may be delegated to team members.

Program Preparation
• Oversee Lesson Plans
• Oversee Student Attendance and Transportation
• Oversee Supplies procurement and organization
• Manage Half-Day, Vacation Day Planning and Logistics
• Oversee Preparation of Curriculum Materials
• Oversee Student Outcomes Displays
• Lead Staff Meetings: weekly group & individual
• Oversee Curriculum Goals/Outcomes for:
  – Daily Schedule, including Transitions
  – Specialties
  – Spirituality
  – Free Choice
• Manage Parent Communication
• Plan 3-5 Family Programs per school year
• Oversee development of Bayit Song/Prayer Book
• Oversee Consultant Program/Needs (e.g. social worker)

Administrative
• Maintain Student Information: emergency contact cards, records and portfolios
• Coordinate Professional Development for staff
• Manage Scheduling and Staff Attendance
• Prepare Parent Newsletter bi-weekly
• Assist the Executive Director on program strategy

Marketing/Outreach
• Give Tours/Host Guests
• Oversee Program for Outreach Events
• Conduct Parent in-take Meetings
• Assist the Exec. Director with fundraising narrative/duties as needed

Regular Hours:
− Monday through Friday, 1:30-6:30 p.m.
− Preparation hours are flexible.
− All Scheduled Half-days and Vacation-days.
− Possible van duty.

Meetings:
− Weekly all-staff meeting / Monthly materials prep meeting
− Weekly individual staff meeting with Executive Director
− Daily briefing and de-briefing with program staff
− Curriculum planning with program staff: approximately every 6-8 weeks
− Occasional Professional Development

Salary and Review:
− This is a full-time position.
− Salary Range: $35,000-45,000 annually.
− A review will be conducted in June, at which time the Executive Director will evaluate performance and eligibility for a pay increase and/or promotion.

Candidate Qualifications

Candidates must be at least 21 years of age and in good physical health.

Required Education and Experience:
• Minimum of an Associate’s Degree (Bachelor’s Degree or higher preferred) in courses related to child care and/or child development, elementary education, physical education, recreation, camping or other related fields, including courses related to school-age children; or an Associate’s Degree and two years of child development experience in a recreational program, kindergarten, or licensed day care center serving school-age children, or license exempt school-age child care program operated by a public or private school.
• Current students who are working toward a degree in the field of Child Development will also be considered depending on other experience.
• Staff will be required to be participate in a minimum of 15 hours each year of professional development related to the field, as required by law.

Desired Qualifications:
• Experience working with children in informal education: pre-school, camp, youth group, scouts, etc.
• Clean driving record.
• Gateways to Opportunity Level I Illinois Director Credential or training in administration, leadership or management.

Interested candidates should forward a resume and cover letter to the attention of Megan Abraham: megan@bayitevanston.com, tel. 773-505-5750.