Early Childhood Education Placement Application

USCJ and the Jewish Educators Assembly (JEA) can assist in your search for a new early childhood education director. Please complete the form on the followed page and return it with a job description to USCJ’s Early Childhood Education Specialist, Dr. Eileen Flicker at flicker@uscj.org.

Placement Support Services:
• Consultation with Dr. Flicker:
  o Development of Search Process
  o Assistance with Interview Questions
  o Guidance on Director Qualifications
  o Information about Early Childhood Education and Jewish Job Boards
• Share Placement Application and Job Description with JEA’s Membership
• JEA Job Coaching:
  o Contracts
  o Negotiations
  o Interview Techniques

Job Description *must* include the following:
• Position title
• Required qualifications and experience
• Hours
• Responsibilities
• Description of synagogue and school
• Salary, benefits, working conditions

USCJ is *not* responsible for reference checks of new directors nor does USCJ endorse the candidacy of any referrals made through our placement services.
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Today’s Date          Date of Anticipated Vacancy

Primary Contact Information
Name                Position
Email               Phone

Name of Synagogue
Address of Synagogue

School Information
Name of School
Address of School

# of Children Enrolled in School          Age Groups
Name of Current Director                  Years in Current Position
Is the current director aware of this search? Yes ☐ No ☐

Reason for Existing Vacancy

Placement Services Requested
☐ Consultation with Dr. Flicker
☐ Share with JEA’s Membership
☐ JEA Job Coaching

Additional Information about Position: