



Assistant Director of Educational Programs

Job Posting

Reports to: Director of Early Childhood Center

Department: Early Childhood Center

FLSA: Exempt/Non-union

Work Environment: Onsite

Salary Range: \$75,000 - \$85,000

About The J Los Angeles

J Los Angeles (JLA), formerly the Westside Jewish Community Center, is entering an exciting new chapter of growth and transformation. JLA serves thousands of individuals and families each month through early childhood education, camps, aquatics, wellness programs, cultural experiences, and community gatherings.

Rooted in Jewish values and tradition, JLA is a welcoming community hub serving the diverse communities of Los Angeles and working to strengthen connection, belonging, and Jewish life across generations.

About Our Early Childhood Center

The Early Childhood Center (ECC) at The J Los Angeles is a vibrant, values-driven program serving children from infants through TK. Rooted in Jewish values and guided by emergent, play-based, and inquiry-based educational philosophy, the ECC is committed to nurturing curious, joyful learners in an inclusive and deeply caring community. We are seeking an experienced educational leader to join our team and help shape the next chapter of our program.

The Opportunity

We are seeking an Assistant Director of Educational Programs who serves as the primary educational leader of the ECC, holding direct responsibility for curriculum, pedagogy, classroom quality, and faculty development across all classrooms - infants through TK. This is an empowered leadership role: the Assistant Director exercises instructional authority, directs teaching staff, and drives educational excellence, working in close partnership with the Director of ECE to ensure that exceptional learning experiences are supported by strong operations and a shared Jewish mission.

This position maintains a visible, hands-on presence across all classrooms and is the primary point of educational leadership for teaching staff, families, and the broader school community. In the absence of the Director of ECE, the Assistant Director assumes responsibility for the center, including licensing compliance and the flow of the day.

What You'll Do

- Lead curriculum design, implementation, and mapping across all age groups, making data-informed adjustments to meet the diverse developmental, cultural, and learning needs of every child
- Conduct regular classroom observations and provide in-the-moment coaching, feedback, and professional development to teaching staff



- Lead hiring, supervision, evaluation, and individualized professional development for all teaching staff, ensuring timely and complete performance documentation
- Partner with the Inclusion & Community Care Manager to ensure curriculum and teaching practice are inclusive of neurodiverse and culturally diverse needs
- Collaborate with the Manager of Jewish Life & Learning (or equivalent role) to develop and implement across classrooms programming that encompasses The Story of the Jewish People: Israel, Jewish People around the world, History, Holidays, Values, Tradition & Culture.
- Integrate The Story of the Jewish People: Israel, Jewish People around the world, History, Holidays, Values, Tradition & Culture into the educational calendar and daily classroom life
- Serve as the senior educational contact for families, leading developmental conferences, parent education programming, and family engagement events
- Ensure continuous compliance with California Community Care Licensing (Title 22) standards across all classrooms and documentation
- Collaborate with the Director of ECE, Admission Manager, and Inclusion & Community Care Manager on the school calendar, enrichment scheduling, and operational planning

What We're Looking For

- Minimum of a Bachelor's degree in Early Childhood Education, Child Development, or related field; Master's degree preferred
- Minimum 15 ECE units including infant/toddler coursework; Site Supervisor or Program Director qualification under Title 22 preferred
- 5–7 years of experience in early childhood education, including direct classroom teaching and at least 2 years in an instructional leadership or supervisory role
- Demonstrated experience leading curriculum development, staff evaluation, and professional development in an early childhood setting
- Strong knowledge of developmentally appropriate practice, emergent and play-based pedagogy, and California licensing requirements (Title 22)
- Experience supporting children with special needs and/or neurodiverse learners in inclusive settings
- Experience in Jewish early childhood education or values-based programming preferred
- Deep commitment to Jewish values, inclusion, equity, and early childhood excellence

Required Certifications & Clearances

Prior to or upon hire: Pediatric First Aid & CPR; Mandated Reporter certification; Live Scan criminal record clearance; TB clearance; and immunizations required of California childcare staff (influenza, Tdap, measles), subject to lawful exemptions.

How to Apply

Please submit a resume and cover letter to hr@thekla.org. In your cover letter, tell us about your approach to early childhood educational leadership and what draws you to The J Los Angeles community.



The J Los Angeles is an equal opportunity employer. We are committed to an inclusive workplace and welcome applicants of all backgrounds.

Employment decisions are made without regard to race, color, religion or creed (including religious dress and grooming), national origin, ancestry, citizenship or immigration status, sex, pregnancy or related conditions, reproductive health decision-making, gender, gender identity or expression, sexual orientation, marital status, age (40+), physical or mental disability, medical condition, genetic information, military or veteran status, protective hairstyle, or any other characteristic protected by federal, state, or local law — or any combination of these.

Reasonable accommodations are available for the application process; contact hr@thejla.org. Qualified applicants with arrest or conviction records will be considered in accordance with the California Fair Chance Act and the Los Angeles Fair Chance Initiative for Hiring Ordinance.