

Religious School Principal ~ Job Description 2008

Families/Students

- Communicate regularly with families regarding students, school policies and programs
- Be present for all parents and students at arrival and dismissal
- Consult with students and parents about mitzvah projects
- Support and promote class or grade dinners, gatherings and special trips

Curriculum

- Develop the Kindergarten through second grade curriculum
- Assist with development of curriculum maps, lessons, and special programs for 3rd – 9th grade
- Organize 6th grade retreat and 4th grade date program
- Plan and organize Shabbat dinners, Shabbat Mishpacha and Tot Shabbat

Staff

- Directly supervise part time teachers for grades K-2
- Support all faculty in day to day issues like classroom management and absenteeism
- Oversee payroll and faculty schedules and arrange for substitutes
- Advertise Religious School job openings for faculty and other school-related staff
- Assist Director of Lifelong Learning in the interview process

Administration

- Organize and oversee registration process and class placement (in conjunction with Director of Lifelong Learning, Education Coordinator and Membership Director)
 - o Sending/receiving forms
 - o Provide updates on registration numbers
- Organize publicity for all departmental activities – includes weekly announcements and *Luach*, the Temple bulletin
- Coordinate school *tzedakah* projects (in conjunction with Education Coordinator)
- Coordinate room usage and set-ups
- Manage budget, purchases, and supplies for education department (in conjunction with Director of Lifelong Learning and Education Coordinator)
- Help plan and make arrangements for faculty orientation
- Co-author and coordinate all school wide mailings
- Ensure safety and security within educational programs
 - o Manage all emergency information on students
 - o Plan fire drills
 - o Supervise arrival and dismissal
- Create and maintain departmental calendar for internal and external use
- Coordinate with clergy and clergy assistants regarding *b'nei mitzvah* students and assignment of dates

Other

- Assist with Youth Group activities, including JYG
- Provide support for synagogue programs such as the Purimspiel, Mitzvah day, etc.
- Attend weekly faculty meetings, program staff meetings, administrative staff meetings and other special programs/events.

The Religious School Principal works in conjunction with and reports directly to the Director of Lifelong Learning (DLL). Within the Religious School framework, the Director of Lifelong Learning serves primarily as a mentor, family support, and curriculum advisor.

General Duties and Responsibilities

- Meet with Educator on a regular basis to discuss goals and objectives.
- Perform daily walk-through to assure that physical plant is in good order and ready for school. This will include all classrooms, the Resource Center, the Supply Room, and set ups requested for services and special programs.
- Oversee the use of bulletin boards to assure that they are neat, attractive and timely.
- Order books, supplies and food as needed. Pick these items up when they cannot be delivered.
- Prepare work orders for custodial set-ups
- Be in charge in case of Educator's absence.
- Attend School Board meetings.

Vis a Vis Teachers:

- Organize and maintain the Faculty Resource Center and the Book and Supply Room.
- Check out resource materials for teachers and follow up on returns.
- Show case books at materials at Faculty Meetings.
- Maintain ongoing communication with teachers regarding the performance of the madrichim.
- Prepare Shabbat Take-Home Bags for Kindergarten-Second Grade.
- Collect items due from teachers such as Plan Books, Progress Reports, Tikun Project Proposals, Torah Take Out, Chai Lights etc.
- Proofread Progress Reports and teacher letters.
- Assist substitute teacher in getting set up for the day.
- Substitute teach when a regular sub has not been secured.
- Attend all faculty meetings including Orientation.

Vis a Vis Madrichim

- Recruit the previous June.
- Assign to classes, office and Resource Center in accordance with preferences, abilities and school needs.
- Observe performance of classroom madrichim and conduct post-observation evaluation conferences.
- Supervise clerical tasks of office madrichim.

- Supervise attendance and tzedakah collection.
- Supervise phone calling re: student absences, reminders of special events etc.
- Conduct an Orientation and at least six “Jr. Faculty” meetings per year each of which includes a training workshop.
- Prepare payroll for Madrichim.
- Purchase end of the year gifts.

Vis a Vis Students

- Assist with special events such as assemblies, holiday celebrations, Parent-Child programs, family Seders etc.
 - Organize and supervise Children’s High Holy Day Activities.
 - Organize and Supervise Purim Carnival
 - Help supervise dismissal and remain until last student is picked up.

Vis a Vis Parents

- Prepare the school newsletter.
- Be available to greet parents and answer questions if the Educator is not available.

TEMPLE XXXXXX

ASSISTANT DIRECTOR OF EDUCATION

JOB DESCRIPTION & EXPECTATIONS

The position of Assistant Director of Education is a critical component of the Temple XXXX Religious School and Youth Program. This person serves as a part time administrator in our school, reporting directly to the Director of Education. The duties and responsibilities of this position encompass many areas within the school.

The Duties of the Assistant Director shall include, but not be limited to (under the guidance of the Director of Education):

8th -12th Grade Coordinator

- Direct the development, creation, implementation and on going assessment of the curriculum for Grades 8-12.
- Hire (with the final approval from the Director of Education), train and supervise the teachers for grades 8-12.
- Supervise, calendar and coordinate special activities for Grades 8-12, including: activities involving family programs, field trips, holiday celebrations and services.
- Create parent communications for grades 8-12.

Madrichim Coordinator

- Coordinate and supervise Madrichim program.
- Create application process for Madrichim program.
- Conduct interviews and hire (with the final approval from the Director of Education) Madrichim for the school year.
- Schedule, plan and implement training for Madrichim in the beginning of the year and on-going training throughout the year.
- Create and implement training on how to use Madrichim for the teachers in the beginning of the year.
- Supervise all Madrichim in the school throughout the year and follow up with any issues that may arise from teachers or Madrichim.
- Hand in monthly payroll for Madrichim (or community service hours to those who request them).
- Act as liaison between Madrichim and teachers

General School Administration

- Be known, visible and available to students and parents as another administrator in the school.
- Assist in creating a positive, warm environment in the school by working as part of an administrative team.
- Assist in handling parent appointments and answering messages from parents in grades.
- Assist in planning and implementation of family camp programs on Sunday mornings
- Assist in planning and coordination of annual family retreat
- Coordinate 7th grade retreat and Confirmation retreat with Rabbis
- Coordinate social action projects within the school
- Help coordinate B'nai Mitzvah projects

High Holy Day Workshops

- Create, plan and implement workshops for K-4th during Morning Holy Day Services.
- Coordinate supplies and registration process for workshops
- Hire teachers and Madrichim

JOB DESCRIPTION AND EXPECTATIONS OF TEMPLE XXXXX

RELIGIOUS SCHOOL PRINCIPAL

2008

The position of Temple XXXX Principal serves as a full time administrator in our reporting directly to the Director of Education. The duties and responsibilities of this position encompass almost all areas of the particular grades in the school (K-6). The position is considered "Senior Staff" within the rubric of the temple staff, and the Principal is expected/entitled to be a full participant in all activities/programs in which Senior Staff are included.

The Duties of the Principal K-6 shall include, but not be limited to:

Supervise the implementation of the curriculum

Direct the development of or develop new curriculum as needed.

Conduct an on-going assessment of the curriculum, and instructional programs, including the use of materials, teaching strategies and testing.

Assist in planning and coordinating the school calendar.

Develop the schedules (in conjunction with the other Administrators) of all aspects and programs of the school.

Supervise, calendar and coordinate special activities, including but not limited to: activities involving the annual "school theme", Tzedakah, assemblies, family programs, field trips, holiday celebrations and services.

With the Director of Education's final approval, hire any needed teachers and or specialists.

Working with the other school principal, develop and implement the teacher supervision and evaluation program for the school

Schedule and conduct timely faculty and grade level meetings, as well as in service training as needed.

Co-ordinate, schedule and supervise the specialists programs involved in her grade levels.

In conjunction with the other school principal and the Director of Education, create parent communications from the school.

Generally be known, visible and available to students and parents as an administrator in the school

Assist in handling parent appointments and answering telephone calls from parents.

Facilitate with the other administrators, the implementation of the school's policies and procedures including but not limited to behavior, dress, participation, and participating in school activities, etc.

Participate in and assist in planning general school programs involving parents and the community, such as Open Houses, Back to School week, and other programs of this type.

Develop and implement family education programs for your grade level departments.

Assist in creating a positive, warm environment in the school by working as part of an administrative team.

Assist in promoting the school through contact with the Temple XXXXXX Nursery school, and helping in recruitment and retention efforts.

Serve as a liaison between the school and other Jewish community organizations such as the BJE, NATE, CAJE, HUC etc.