

TEMPLE XXXX

DIRECTOR OF RELIGIOUS SCHOOL---2007

JOB GOALS:

- To use leadership, supervisory, administrative and human resource skills to establish and promote a learning climate and culture in the school that fosters the educational development of all students.

JOB RESPONSIBILITIES:

- Overall administration of the religious school including recruiting, interviewing, hiring, evaluating and retaining highly qualified religious school teachers.
- Establish and maintain a creative, innovative and relevant curriculum for pre-K through 9th grade that encompasses Hebrew instruction, history, holidays, life cycle, music and knowledge of Israel.
- Work in conjunction with the Rabbi & Cantor to plan curriculum and programming to prepare students for B'nai Mitzvah.
- Collaborate with the Rabbi on curriculum and programming for 10th-12th grades.
- Development and oversight of Jewish programs within the school curriculum that include parental/family involvement.
- Maintain communication with teachers via bulletins, conferences and faculty meetings.
- Fiscal management of the religious school. Develop and maintain a budget including materials and salaries. The Director will work with the Board of Trustees to create a fiscally sound budget.
- Create professional development standards and programs for teaching staff.
- Lead religious school services.
- Attend religious school committee meetings.
- Attend Board of Trustee and other Temple meetings as requested.
- Attend Shabbat and other holiday services that include religious school programs.
- Maintain confidential student and personnel records.
- Establish annual school calendar and coordinate room utilization with the rest of the Temple.
- Prepare monthly articles for the Temple bulletin and work with the Communications committee to submit regular articles and ads to the local newspaper.
- Continue development of special needs programming.
- Establish and maintain collaborative relationships with the parent community and community at large to facilitate continued growth in religious school enrollment and Temple membership.

SUPERVISES:

- Religious school teachers.
- Religious school office personnel.
- Religious school aides.

REPORTS TO:

- The Director of Religious School is hired by the Board of Trustees and works directly with the Religious School Chairperson and Vice President of Education.
- The Director will collaborate with the Rabbi and Cantor regarding curriculum and programming to ensure alignment with Temple wide philosophy and practice.

QUALIFICATIONS:

- Knowledge and experience in Reform Judaic Education.
- Minimum of five years teaching experience.
- Previous religious school administrative experience.

DIRECTOR OF JEWISH EDUCATION---2006

Temple XXXX is seeking an experienced and motivating Director of Jewish Education with a passion for Jewish learning to develop and manage educational programs of our congregation.

Definition

The Director of Jewish Education creates, administers and implements Judaic and Hebraic education for children, families, and adults. S/He is hired by the congregation, supervised by the Rabbi and is responsible to the Religious Education Committee Chair and to appropriate committees of the Board of Trustees of Temple XXXX.

Job-Specific Duties

RELIGIOUS SCHOOL AND HEBREW PROGRAM

1. Oversee the (a) development, (b) revision and (c) execution of (x) Judaic (y) Hebraic and (z) Adult Education curricula.
2. (a) Recruit, (b) hire, (c) train, (d) supervise, and (e) evaluate teachers, aides, tutors and administrative staff for (x) Youth, (1) Hebrew and (z) Adult Education programs.
3. Plan and execute Parent-Student programming, and aid in (a) First Friday, (b) Post B'nai Mitzvah and (c) Shavu'ot Confirmation Programs.
4. Maintain administrative records for all educational programs, including student registration, attendance and progress reports, actively measuring and pursuing attendance, retention and progress of the K-12 student body through monitoring and evaluation of classroom activities and communicating with classroom teachers.
5. Maintain and update handbooks for (a) Religious School, (b) Teachers, (c) Hebrew Program, and (d) B'nai Mitzvah Program.
6. Collaborate in the B'nai Mitzvah Preparation program, including (a) maintaining progress reports, and (b) preparing materials for bar/bat mitzvah candidates
7. Teach in (a) B'nai Mitzvah Program and (b) secondary school program occasionally.
8. Select and order appropriate educational materials and supplies; purchase and maintain educational and reference materials for Resource Library.
9. Coordinate use of facility for school activities
10. Communicate with parents, the congregation and local Jewish community, including but not limited to, updating website, submitting timely articles to the Temple XXX newsletter, distributing program publicity flyers.
11. Develop and oversee education budget.
12. Submit grant proposals and reports for educational programming.
13. Report monthly payroll/staff reimbursement information to Executive Director.
14. Work with bookkeeper on accounts receivable/payable for school.
15. Staff meetings of Religious School committee and Adult Education committee. Attend Board of Trustee meetings as requested.
16. Represent Temple XXXX in the local educational community.
17. Communicate with Rabbi, Religious School Committee, parents (includes monthly column, supervision of report cards, periodic e-mails)

ADULT EDUCATION

1. Plan/implement classes, programs for adults in coordination with Rabbi and Committee
2. Staff of Adult Education Committee
3. Teach adult education classes, including Basic Judaism and Basic Hebrew.
4. Fill in for the rabbi at on-going study sessions as needed
5. Provide adult education component of family programs
6. Publicize adult education programs

MISCELLANEOUS

1. Work with staff to plan and implement family components of holiday services (e.g., Simchat Torah, Purim and Shavuot)
2. Assist with holiday services and programming.
3. Answering questions from congregants and other individuals and groups on issues of Jewish practice and belief

Team Responsibilities

- Coordinate educational program with youth programs, affiliates' programming and other groups on projects
- Support the efforts and activities of other employees and lay volunteers
- Perform related duties as assigned.

Qualifications

- Knowledge of the fields of Jewish Education, including a familiarity with Jewish history, holidays and texts.
- Hebraic expertise, including an ability to read Biblical and Prayerbook Hebrew.
- Knowledge of and comfort with the beliefs and practices of Reform Judaism.
- Effective written and oral communication skills.
- Administrative and financial management skills sufficient to the successful operation of a Religious School.
- Ability to foresee/analyze educational/administrative challenges and to develop solutions.
- Ability to chant Haftarah and Torah trope, and to perform basic Jewish Tefillah.

Desirable Training and Experience

- Bachelor's degree in Jewish Studies or Education or a related field. Completion of course work toward a Master's degree in Education or Jewish Studies is preferred.
- Minimum of three years administrative experience in a Jewish setting. Additional experience may be substituted for educational requirements.

Job Description of Educator—12/2005 Temple XXXX

Introduction:

The Educator of Temple XXXX will become an integral part of our process in creating a holy community. It is our desire for the Educator to become part of a team with the Senior Rabbi and Assistant Rabbi, Cantor and Executive Director as resources; our Camp Director, Youth Director and Preschool Director as partners in creating a youth culture for our congregation. We must become a "united front" as we set the direction for the congregation. To this end, our Educator's job description much like that of the senior staff team must be open and flexible to the growing needs of our community while specifically geared toward leading our youth population in study, socialization and meaningful connections to our tradition in the context of the Religious School.

Personal Attributes:

Above all our Educator should be inviting and personally accessible to all students and parents involved in the Religious School program of our congregation. Whether in the office, in the classroom or at a community event, we expect our senior staff to be open to the opportunities of becoming part of people's lives through creating meaningful relationships with those we encounter. We do this through accessibility, acting with *menschlikite* and in our visible and inner personal presence with our members.

Mostly we want our Educator to love doing what s/he does and to be open and vulnerable enough to share that love with our staff, members and visitors.

Overall Duties of our Educator:

Curriculum:

The Director is responsible for the creation, supervision and implementation of the Religious School curriculum. This involves the selection of appropriate subject matter, textbooks and resource materials. It also involves curricula programming for any grade level retreats and coordination of the 7th and 8th grade annual trip to Los Angeles. We encourage our Educator to utilize our Camp site in the as a venue for meaningful retreat programs for families and students alike.

Staffing and Supervision:

The Director is responsible for the hiring, supervision, evaluation and dismissal of all Religious School teachers, and teen aides.

Supervision will involve:

- Organization and facilitation of annual staff retreats.
- Semi annual meetings with each Religious School teacher to cover curriculum related issues, problems with classroom management, and individual issues as they relate to students.
- The Director shall act as a mentor and coach to Religious School teachers in helping them to develop excellent teaching skills and mastery of the materials.
- The Director will observe classrooms at his/her discretion.
- The Director will report any and all serious issues with faculty, students or aides to the Senior Rabbi at her/his discretion.

Administration:

The Director will work closely with her/his Administrative Assistant and the Executive Director of the Congregation to administrate all aspects of the Religious School program in cooperation with the overall congregational program. This includes:

- Development and implementation of a Religious School program calendar. (Note: We attempt to have a formalized calendar meeting in June of each year for planning the next year's events and programs)
- The creation and implementation of the Religious School manual for parents prior to the opening of school.
- Communication with all Synagogue departments through staff meetings and correspondence with regard to expectations and needs from other members of the staff.
- Ordering of books, materials, food, equipment, and supplies for the Religious School.

Budget:

The Director will prepare an annual budget in consultation with the Executive Director to be completed by the end of February each year. The Director will also prepare the salary schedules and oversee the preparation of the monthly payroll for faculty, substitutes, aides and any special speakers.

Student Progress:

The Director will implement a semi annual system of evaluation of students to be shared with parents. The Director will contact parents with concerns or issues as related to their children's behavior, attendance, and participation in the program in a timely fashion.

Family Education:

The Director will oversee the creation and implementation of grade level family education for the Religious School including monthly family Shabbat services and dinners. The Director may hire additional support staff for these programs at his/her discretion.

Communication:

The Director is responsible for good communication with the students and parents through personal interactions and by being available to our parents and students if the need arises. S/he should be in regular contact with the congregation at large through monthly bulletin articles and correspondence and should regularly attend worship services, programs and events at the Congregation in order to project a positive image of the Congregation and its educational programs.

The Director will report to the Board of Directors twice per year and will create an annual evaluation of the program to be submitted before the Annual Meeting each June. The Director does not need to attend any other board meetings but is always welcome.

Religious School Committee:

The Director is responsible for communication and setting up regular meetings with the Religious School Committee. The Committee's role will be to support and assist the Director in the implementation of new programs and events, fundraising and all school projects and to increase the exposure of our Religious School in the community outside of our Congregation.

ADDENDUM A
JOB DESCRIPTION - DIRECTOR OF JEWISH LEARNING & LIVING
2007

1. Areas of Responsibility

- a. The Employee shall have responsibility for the successful organization, development and operation of all children's school programs at the Temple, including without limitation, all Early Childhood and Religious School programs, Youth and Continuing Education and any expanded day school activities that may evolve from these programs relating to students, parents and teachers, whether a current or future program.
- b. The Employee shall have full responsibility for the design and development of a proper curriculum and programs together with the selection of suitable educational materials and texts.

2. Health Requirements

- a. The Employee shall have a good health record and meet the requirements of XXXXXX state and local health laws pertaining to Early Childhood and Religious schools and shall undergo, when required, tests including X-Ray and Tine Test to indicate freedom from Tuberculosis.

3. Duties

- a. Responsible for the hiring and dismissal of all teaching personnel for the schools based on established criteria within the guidelines of the established budget.
- b. Orient, train, supervise and evaluate the school faculties and youth advisors.
- c. Plan and recommend the Religious School, Continuing Education, Early Childhood and Youth, budgets, subject to the approval of the appropriate committees and Vice President of Vice President of Education and Youth.
- d. Has the authority to purchase the necessary supplies and equipment in the school budgets as approved by the Board of Directors, in accordance with the Temple's purchasing guidelines.
- e. Make progress reports to appropriate committees concerning the educational aspects of the Temple.
- f. Maintain accurate records of enrolled pupils and other appropriate educational records.

- g. Schedule classes and prepare faculty assignments for the various school activities.
- h. Prepare registration material including information to parents and preliminary registration cards and school calendars.
- i. Hold conferences with teachers on student problems and problem students, and be responsible for student placement.
- j. Confer with parents on special student schedules and needs.
- k. Prepare necessary publicity for registration.
- l. Design, develop, maintain and revise forms necessary for all activities:
- m. Confer with and counsel students and their parents before and after they join the Temple.
- n. Coordinate and schedule Bar Bat Mitzvah instruction and track the progress of the pupils.
- o. It is understood that the Employee will delegate specific tasks to designated programmatic staff (Family Life Educator, Youth Activities Coordinator, Associate Rabbi, Early Childhood Director) with the approval of the Vice President of Education and Youth.
- p. File a monthly report on school progress with the Vice President of Education and Youth and keep the Vice President and the Executive Director fully informed on the activities of the school.
- q. Participate in the activities of appropriate committees, i.e. Youth and Education, Early Child, Continuing Education, Publicity, Scholarship

Strategic planning, leadership development, and staff training. Employee will be the designated staff person to work with the Senior Rabbi and Executive Director to the extent there is available time, working under the direction of the President and any designated person.

OTHER

Employee works with the Executive Director relating to matters of Temple-wide planning, policy, finance and operations, it being understood that the Executive Director has the ultimate responsibility for these areas.

Job Description
Director of Lifelong Learning
Congregation XXXXXXXX
2008

The Director of Lifelong Learning will be charged with the responsibility of lifelong learning at Congregation XXXXXXXX. This individual will be charged with developing a comprehensive vision of education within the congregation, in collaboration with the senior staff. He/she will work closely with all the clergy, directors of the ECC and Religious Schools, and lay leadership ensuring that all educational programs are coordinated and consistent with the goal of providing meaningful Jewish education to this multi-generational congregation. The Director of Lifelong Learning will report to the Senior Rabbi. Responsibilities will include:

- To act as the leader of educational programs at the temple, responsible for both day-to-day operation and supervision, as well as long range planning and curriculum development.
- To ensure consistency with current Reform Jewish practices in education in all curriculum development areas from childhood through adulthood.
- To observe, supervise and help evaluate the faculty in the development and implementation of the curriculum and review and evaluate academic programs in collaboration with the directors of the Early Childhood Center and Religious School.
- To assume responsibility for the publicity and communications regarding educational programming, including the creation of an annual adult education guide.
- To teach adult education courses, including, but not limited to, adult Hebrew instruction and Introduction to Judaism.
- To oversee and implement family education and parent education programs.
- To share responsibility in creating the annual budget in areas including adult education and the religious school.
- To function as the chief articulator of the lifelong learning program.
- To be a visible presence in all areas of the lifelong learning program.
- To collaborate with the Adult Education, Religious School, and ECC committees in the implementation of these responsibilities.
- To support Congregation XXXXXXXX's mission, its clergy, professionals and lay leadership.

Temple XXXX---March, 2008

JOB DESCRIPTION: Director of Congregational Learning

REPORTS TO: Rabbi

VISION STATEMENT:

Temple XXXX strives to be a community that supports all congregants to lead meaningful Jewish lives and to provide educational programming that begins in early childhood and continues throughout the life of its members and their families.

POSITION:

We are seeking a person who is dedicated to the concept that Jewish education is an ongoing, lifetime endeavor. Consequently, the Director of Congregational Learning will provide leadership of educational programs to the various constituencies that make up Temple XXXX. Working closely with the Rabbi, the Director of Congregational Learning has direct responsibility for the Religious School (grades K-9), Early Childhood, Teen, Family and Adult Education and Synaplex™.

The Director of Congregational Learning will provide a vision for a comprehensive education program, to communicate that vision to the Temple XXXX community, and to work with the community to design, implement, and assess all programs.

The Temple XXXX community dedicates itself to ensuring that the Director of Congregational Learning participates fully in the religious, educational, and social life of the congregation. TEMPLE XXXX commits to supporting the Director's on-going professional development and to fully supporting the Director's role in the Temple.

RESPONSIBILITIES: The Director of Congregational Learning is a full Jewish professional with responsibility for the educational direction and growth of the congregation.

Leadership:

- Translate a shared vision of TEMPLE XXXX as a community of learners into **programs and activities for all members.**
- Establish and maintain a **Jewish learning culture** that is progressive, innovative and relevant.
- Keep informed about the latest educational theories, methods, and technology in order to **establish and maintain standards based on the best educational practices.**
- Provide a leadership role in **designing and implementing new curriculum and programs.**
- Develop an engaging **family and adult education curriculum.**
- Participate in **regional and national conferences** for Jewish education.

Establish good working relationships with local **Jewish educational and cultural resources.**

Management and Administrative Tasks:

- Work closely with the Rabbi, Cantor, Education Committee and the Board of Trustees to articulate and implement a shared educational vision.
- Serve as Principal/Administrator of the Religious School.
 - Prepare, implement and monitor a fiscally sound budget within the guidelines developed by the Board of Trustees.

- Evaluate student placement and progress,
- Oversee registration.
- Manage discipline and safety issues.
- Communicate with teachers, parents, and the TEMPLE XXXX community regularly.
- Attract and retain exemplary teachers.
 - Assume responsibility for all aspects of staffing for the educational programs including teacher recruitment, hiring, evaluation, and dismissal procedures.
 - Provide and encourage orientation and professional development opportunities for teachers and staff.
- Develop, implement, supervise, and evaluate overall curriculum for the Religious School and Confirmation Class.
- Work with the Rabbi and Youth Group Leader to develop and implement exciting, meaningful programs that will attract and retain post-B'nei Mitzvah students.
- Develop and implement an engaging and substantive curriculum for family and adult education programs.
- Design and implement programming that connects the generations of learners at Temple XXXX.
- Provide guidance to congregants about Jewish educational opportunities.
- Develop and implement strategies for informal enrichment activities (holiday programs, children's services, Shabbat class dinners) for families with children, as well as for adults.
- Serve actively as a member of the synagogue staff and participate fully in congregational life and worship.
- Perform such other tasks as assigned by the Rabbi.

DESIRED SKILLS AND CHARACTERISTICS:

- Excellent teaching skills.
- Master's degree in Jewish education or advanced training in Jewish education from an accredited program.
- Experience in the field.
- Proficient in Hebrew; an in-depth knowledge of Jewish history, literature, and biblical texts.
- Technologically literate and knowledgeable about the uses of media in education.
- Excellent written and oral communication skills.
- Intelligent, energetic, informed in matters relating to Jewish education, and creative in programming.
- Willing to assume the initiative, to make clear decisions, to seek the resources to meet objectives, and to ensure that plans are implemented effectively and efficiently.
- Flexible, pragmatic, analytical, and organized, with a collaborative leadership style.
- Professional and empathetic in interpersonal relationships.
- Ability to work comfortably with the various populations that comprise the congregation.

Job Description for Director of Life-Long Learning 2006 Temple XXXX

JOB OVERVIEW

- Translate a shared vision of Temple XXXX as a community of learners into **programs and activities for all members**;
- Establish and maintain a **Jewish learning culture** that is progressive, innovative, and relevant;
- Keep informed about the latest educational theories, methods, and technology in order to **establish and maintain standards based on the best educational practices**;
- Provide a leadership role in **designing and implementing new curricula and programs**;
- Develop an engaging **family and adult education curriculum**;
- Participate in **regional and national conferences** for Jewish education;
- Establish good working relationships with local **Jewish educational and cultural resources**.
- Work cooperatively to create a Temple community where the **values of Judaism are infused** in all aspects of congregational life.

REPORTS TO: To the Senior Rabbi

PERSONS(S) RESPONSIBLE FOR REVIEW: Senior Rabbi with input from others as appropriate

REVIEW DATES: November and April of each year

MAIN RESPONSIBILITIES: (inclusive but not limited to)

Religious School

Administration:

1. Ensure smooth administration and running of Religious School. Supervise the administrative activities related to running the school (e.g., classroom materials, rosters, record keeping, calling volunteers).
2. Prepare budgets for education activities and related programs including the building and management of the Religious School budget.
3. Attend and report at Religious School Committee meetings.
4. Write a Religious School article for monthly Temple bulletin.

Religious School Staff:

1. Recruit and supervise teachers, teacher assistants, substitutes, presenters and volunteers.
2. Work with teachers to review lesson plans, provide feedback and communication as appropriate.
3. Prepare and present teacher training.
4. Ensure education staff is properly trained and prepared; review lessons as appropriate and supervise teachers and related staff

Religious School Curriculum:

1. Review curriculum, develop a plan for revision/update of curriculum and implement plan over an agreed time frame.
2. Coordinate music program with Cantor.
3. Design, plan and coordinate field trips and special "in house" programs.
4. Design and, together with Sr. Rabbi, teach a quarterly High School Jewish college prep session to asst. teachers and other post-confirmands.

Parent Relations:

1. Field parent concerns and behavior challenges.
2. Maintain all types of communication with parents.
3. Plan and hold an Open House before School begins. Meet once individually with every new family to the School.
4. Communicate with parents to explain the Religious School curriculum/programs and facilitate resolution of individual problems

Adult & Family Education

1. In consultation with the rabbinical staff, plan, publicize, and administer comprehensive Adult & Family education in keeping with the congregation's needs.
2. Coordinate with appropriate temple staff to ensure successful implementation and communication of Life-long Learning activities.
3. Direct and coordinate curricula for all ages. Implement education programs and related activities to meet the needs of various age, family and geographic groups, including but not limited to:
 - Adult education
 - Social action

- Seniors
 - Young families
 - Empty nesters
 - Mom & tot
 - Singles
- 2 Recruit in-house professional staff (including self) or outside instructors to teach classes and programs as needed.
 - 3 Organize our monthly Friday night Family services, together with Religious School teachers, the Senior Rabbi, and Cantor. Coordinate music aspects of service with Cantor.
 4. Implement a year long Adult Hebrew for Beginners program leading to Adult Bar/Bat Mitzvah.
 5. Oversee lay leader who directs our Family “at home” education program.
 6. Plan and supervise occasional retreats and family programs.

Liaison Roles

1. Represent Congregation XXXX RS in community wide events.
2. Plan and direct Mitzvah Day with lay volunteer leaders.
3. Attend and present as needed: Temple Board Meetings, New Member Orientation meetings local Jewish Educators Council monthly meetings.
4. Work with Religious School committee and groups to help implement Life-long Learning plan
5. Partner with professional staff to meet the spiritual, educational and community-building needs of the congregation.
6. Coordinate with appropriate temple staff to ensure successful implementation and communication of Life-long Learning activities.
7. In coordination with the Executive Director and Sr. Rabbi, serve as liaison with other Jewish organizations, such as JCC, local Jewish Educators Council, and represent the Temple in the community in his/her capacity as Director of Life-long Learning

Responsibilities of the Religious School Director of Education 2005

Supported by the clergy, professional staff, and lay leadership of Congregation XXXX, the Religious School Director of Education is responsible for all aspects of instructional leadership and educational content of the school. To ensure clarity regarding the scope of work, specific duties are outlined below.

General Responsibilities

- Be present whenever school is in session (Sunday through Thursday).
- Attend all religious school sponsored dinners and services (monthly).
- Participate in all Prospective Member Tours and Orientations.
- Supervise Religious School Staff including: Director of Youth and Family Programs, Secretary, Registrar, and all other Religious School office and professional staff.
- Attend Religious School Committee meetings and serve as professional staff liaison to activities of the committee. Maintain open communication with chair and other members of the school committee.
- Maintain a calendar of current/future activities and deadlines.
- Seek funding opportunities and writing grant proposals for additional Religious School funds.
- Prepare articles and monthly column for the temple bulletin.
- Attend weekly staff meetings and senior staff retreat, as well as any other senior staff meetings

Teacher Recruitment and Supervision

- Recruit new teachers as needed.
- Negotiate contracts with all teachers.
- Hold regularly scheduled orientation, faculty meetings and staff development sessions.
- Observe classes on a regular basis.
- Arrange individual meetings to maintain contact and provide feedback to teachers.
- Hire substitutes during summer and school year.
- Create regular communication forum between school administration and teachers (e.g. Teachers' Bulletins).
- Edit, update Teachers Handbook for beginning of school year.
- Assist teachers with letters of employment and other professional status related paperwork.
- Oversee study hall teachers and ensure their supervision of classes.

Curriculum and Instruction

- Develop and implement grade level appropriate Religious School curriculum.
- Review curriculum regularly to evaluate effectiveness.
- Integrate specialist curriculum into overall school curriculum.

School Programs and Special Activities

- Family Programs- Work with Director of Youth and Family Programs in designing programs and oversee hiring of facilitators for family programs and class trips.
- Camp Weekend- Design Camp Weekend program and help staff weekend along with

clergy and Director of Youth and Family Programs

- High Holy Days Children's Programs- Design, staff and participate in all programs/services for school children which run concurrent with adult services during the High Holy Days
- Sukkoth and Simchat Torah –Attend and participate in activities around and during erev Sukkoth and Simchat Torah services
- Facilitate 7th Grade Participation in Yom Ha-Shoah Service/Ceremony.
- Coordinate Religious School involvement with the Nursery School for the annual book fair
- Coordinate with Kesher Director student involvement in Kesher program (ensure that greeting cards with Jewish themes have been created and decorated for distribution to elderly for Rosh Hashanah, Chanukah, Passover).

Relationship with Students and Parents

- Arrange Open School and informational meetings for parents.
- Initiate and return calls to parents in a timely manner.
- Be available to talk/meet with parents regarding their own or school-initiated concerns about their children.
- Review content of student progress reports and maintain contact with families if appropriate regarding student growth.

Budgetary Responsibilities

- Prepare and present annual Religious School budget.
- Maintain budget on a weekly and monthly basis.
- Prepare bi-weekly payroll information for teachers and assistant teachers.
- Oversee payroll information or community service credits for high school teaching assistants.

Summer Tasks

- Hire additional teachers to fulfill staff requirements.
- Organize and finalize details for calendar plans that were set forth at staff Calendar Meeting.
- Oversee editing and updating of Teacher Handbook.
- Oversee smooth running of summer administrative office activities.
- Upon consultation with former teachers, create class lists for school homerooms.
- Oversee preparation and distribution of Parent Handbook, registration materials, and special mailings with assistance from secretary and director of youth and family program.
- Arrange placement of students in appropriate class settings.
- Write up letters of agreement for teachers
- Oversee preparation of schedule for specialty teachers (music, tefila, weekly Torah portion, computers) for entire school year.
- Prepare list of supplies and textbooks
- Prepare room set-up charts for Temple administration and maintenance staff
- Prepare and oversee classroom placements for high school teaching assistants.

August 2005

JOB DESCRIPTION – FULL-TIME DIRECTOR OF EDUCATION 2008

OBJECTIVE

The Director of Education will be responsible for fostering and developing a strong knowledge, understanding and love of Judaism amongst temple learners through comprehensive curricula consistent with the spiritual direction of Temple XXXX's clergy. The Director will also strive to create a community of lifelong learners from childhood through adulthood by building bridges to connect administration, teaching staff and member families.

The Director's responsibilities and functions will include:

RELIGIOUS SCHOOL AND YOUTH CURRICULUM RESPONSIBILITIES

- Create and administer all Judaic and Hebrew educational programs for the religious school (pre-K - 12)
- Design, develop, implement, and annually review (with teacher input) the religious school curriculum (pre-K - 12) to ensure educational value, developmental appropriateness, relevance, and synergy between grade levels
- Develop an age/grade appropriate High School curriculum and manage the execution of the High School program
- Encourage 7th and 8th grade students (and parents) to continue onto Confirmation
- Encourage post nursery school families to re-enroll/continue in religious school
- Work with School Committee to introduce and monitor use of effective strategies and accommodations for students with special needs
- Coordinate religious school field trips with teachers
- Maintain current knowledge of teaching materials, techniques and educational theory

RELIGIOUS SCHOOL FACULTY RESPONSIBILITIES

- Recruit, interview, hire and manage teaching and administrative staff
- Develop and clearly communicate teaching and administrative expectations
- Observe classes on a regular basis
- Manage staff schedules
- Evaluate members of the teaching staff, both orally and in writing on a regular basis, with greater frequency for new hires
- Address issues of staff termination in conjunction with School Committee Chair and/or members of the School Committee
- Conduct monthly staff meetings
- Provide professional development opportunities for teachers
- Supervise school secretary/administrator
- Oversee student teacher assistants program to insure proper training of student aides and proper utilization within the classroom and the school
- Supervise Youth Educator

RELIGIOUS SCHOOL ADMINISTRATIVE RESPONSIBILITIES

- Conduct school registration – assign and enroll students in appropriate classes
- Prepare and present annual religious school budget: Maintain budget on a monthly basis, presenting monthly budget updates to the School Committee

- Prepare annual school calendar considering implications relative to local public school schedules
- Develop and implement disciplinary procedures for students and teachers
- Update the Parent Handbook annually with School Committee approval
- Seek opportunities and write grant proposals for additional religious school funds as necessary or desired

COMMUNICATION RESPONSIBILITIES

- Establish, communicate, and post regular office hours to encourage effective communication with parents, students, and faculty. Additional communication via email, phone, website and personal contact as needed
- Effectively manage disciplinary issues and inform and discuss issues with parents in a timely manner
- Write a column focusing on the religious school that will appear in each issue of the monthly temple bulletin
- Maintain dialogue and liaison with the independent nursery school at Temple XXXX
- Maintain dialogue and liaison with the Youth Committee, Sisterhood and Brotherhood at Temple XXXX

FAMILY AND ADULT EDUCATION RESPONSIBILITIES

- Develop, prepare, and organize a minimum of one annual Kallah (family education program) for each grade through grade 6
- Oversee the administration of all family education activities
- Coordinate the growth of the adult education program in conjunction with Rabbi and Cantor

ADDITIONAL RESPONSIBILITIES

- Attend all meetings of the School Committee, and report on all matters concerning the status of the school including, but not limited to, budget, enrollment, curricula process, disciplinary and staff related issues
- Attend Temple XXXX Board of Trustees meetings as well as Congregational meetings, prepared to report on all significant matters concerning the status of the religious school as above
- Attend all religious and school functions including Consecration, teacher/parent meetings, family Shabbat services, family Kallot, Junior Congregation Services, Purim and Sukkot holiday observances, Confirmation, High School graduation, prospective and new member events, and other temple events as requested by the School Committee or Clergy
- Participate in XXXTE, NATE and BJE of XXXX
- Identify and participate in a minimum of one professional development program annually focusing on management, leadership, education or other relevant professional domains as deemed appropriate by the School Committee

EDUCATION/EXPERIENCE/SKILLS/GENERAL REQUIREMENTS

- Masters degree preferred
- Teaching experience in a classroom setting
- Strong knowledge of the Hebrew language
- Well versed in child development

Responsibilities of the Religious School Director of Education---2005

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General Responsibilities

- Be present whenever school is in session (Sunday through Thursday).
- Attend all religious school sponsored dinners and services (monthly).
- Participate in all Prospective Member Tours and Orientations.
- Supervise Religious School Staff including: Director of Youth and Family Programs, Secretary, Registrar, and all other Religious School office and professional staff.
- Attend Religious School Committee meetings and serve as professional staff liaison to activities of the committee. Maintain open communication with chair and other members of the school committee.
- Maintain a calendar of current/future activities and deadlines.
- Seek funding opportunities and writing grant proposals for additional Religious School funds.
- Prepare articles and monthly column for the Temple bulletin.
- Attend weekly staff meetings and senior staff retreat, as well as any other senior staff meetings

Teacher Recruitment and Supervision

- Recruit new teachers as needed.
- Negotiate contracts with all teachers.
- Hold regularly scheduled orientation, faculty meetings and staff development sessions.
- Observe classes on a regular basis.
- Arrange individual meetings to maintain contact and provide feedback to teachers.
- Hire substitutes during summer and school year.
- Create regular communication forum between school administration and teachers (e.g. Teachers' Bulletins).
- Edit, update Teachers Handbook for beginning of school year.
- Assist teachers with letters of employment and other professional status related paperwork.
- Oversee study hall teachers and ensure their supervision of classes.

Curriculum and Instruction

- Develop and implement grade level appropriate Religious School curriculum.
- Review curriculum regularly to evaluate effectiveness.
- Integrate specialist curriculum into overall school curriculum.

School Programs and Special Activities

- Family Programs- Work with Director of Youth and Family Programs in designing programs and oversee hiring of facilitators for family programs and class trips.
- Camp Weekend- Design Camp Weekend program and help staff weekend along with clergy and Director of Youth and Family Programs

- High Holy Days Children's Programs- Design, staff and participate in all programs/services for school children which run concurrent with adult services during the High Holy Days
- Sukkoth and Simchat Torah –Attend and participate in activities around and during erev Sukkoth and Simchat Torah services
- Facilitate 7th Grade Participation in Yom Ha-Shoah Service/Ceremony.
- Coordinate Religious School involvement with the Nursery School for the annual book fair
- Coordinate with xxxx Director student involvement in xxxx program (ensure that greeting cards with Jewish themes have been created and decorated for distribution to elderly for Rosh Hashanah, Chanukah, Passover).

Relationship with Students and Parents

- Arrange Open School and informational meetings for parents.
- Initiate and return calls to parents in a timely manner.
- Be available to talk/meet with parents regarding their own or school-initiated concerns about their children.
- Review content of student progress reports and maintain contact with families if appropriate regarding student growth.

Budgetary Responsibilities

- Prepare and present annual Religious School budget.
- Maintain budget on a weekly and monthly basis.
- Prepare bi-weekly payroll information for teachers and assistant teachers.
- Oversee payroll information or community service credits for high school teaching assistants.

Summer Tasks

- Hire additional teachers to fulfill staff requirements.
- Organize and finalize details for calendar plans that were set forth at staff Calendar Meeting.
- Oversee editing and updating of Teacher Handbook.
- Oversee smooth running of summer administrative office activities.
- Upon consultation with former teachers, create class lists for school homerooms.
- Oversee preparation and distribution of Parent Handbook, registration materials, and special mailings with assistance from secretary and director of youth and family program.
- Arrange placement of students in appropriate class settings.
- Write up letters of agreement for teachers
- Oversee preparation of schedule for specialty teachers (music, tefila, weekly Torah portion, computers) for entire school year.
- Prepare list of supplies and textbooks
- Prepare room set-up charts for Temple administration and maintenance staff
- Prepare and oversee classroom placements for high school teaching assistants.

TEMPLE XXXXX DIRECTOR OF EDUCATION - Job Description 2008

I. Teacher Recruitment and Supervision

- Recruit teachers as needed
- Negotiate contracts with all teachers within budget guidelines
- Evaluate all teachers on a regular basis, both orally and written
- Observe all classes on a regular basis, with aid of Assistant Principal
- Hire and monitor the performance of substitute teachers, with aid of Assistant Principal
- Hold regular staff meetings
- With sufficient staff development and improvement plans in place, dismiss unsatisfactory teachers

II. Curriculum and Instruction

- Oversee design and implementation of entire Religious School curriculum to ensure educational value, developmental appropriateness, and articulation between grade levels, with aid of Assistant Principal
- Regularly review Jewish Studies and Hebrew curricula
- Oversee Hebrew tracking system and testing of all students, with aid of Assistant Principal
- Develop grade-appropriate holiday curriculum
- Introduce and monitor use of effective instructional strategies in regular and special education classes, with aid of Assistant Principal

III. Relationship with Students and Parents

- Establish and maintain friendly contact with Religious School students
- Ensure support structure for students during study hall/school hours, with aid of Assistant Principal
- Make special efforts to encourage 7th and 8th grade students and post-Nursery School students to re-enroll/continue in Religious School
- Arrange open school/information meetings for parents
- Establish clear and ongoing communication system for parents, with aid of Assistant Principal
- Initiate and return calls to parents in a timely manner, with aid of Assistant Principal
- Be available to talk/meet with parents regarding their own or school-initiated concerns about their children

IV. Administrative Function

- Prepare and present annual education budget
- Maintain budget on a weekly and monthly basis
- Prepare payroll information for teachers and assistant teachers
- Oversee preparation and distribution of parent handbook, registration materials, and special mailings
- Arrange placement of students in appropriate class settings
- Monitor preparation and distribution of report cards
- Maintain a calendar of current/future activities and deadlines
- Seek funding opportunities and write grant proposals for additional education funds
- Regular reporting to Religious School Committee and to chairs of the Committee

V. Family Education and Adult Education Activities

- Articulate and implement a clear vision for family education activities
- Oversee the administration and coordination of all family education activities, with aid of Assistant Principal
- In partnership with the Senior Rabbi and clergy, develop and implement appropriate educational opportunities for segments of the synagogue community not served under the auspices of the Religious School

JOB DESCRIPTION – FULL-TIME DIRECTOR OF EDUCATION---2008

OBJECTIVE

The Director of Education will be responsible for fostering and developing a strong knowledge, understanding and love of Judaism amongst temple learners through comprehensive curricula consistent with the spiritual direction of Congregation XXXX's clergy. The Director will also strive to create a community of lifelong learners from childhood through adulthood by building bridges to connect administration, teaching staff and member families.

The Director's responsibilities and functions will include:

RELIGIOUS SCHOOL AND YOUTH CURRICULUM RESPONSIBILITIES

- Create and administer all Judaic and Hebrew educational programs for the religious school (pre-K - 12)
- Design, develop, implement, and annually review (with teacher input) the religious school curriculum (pre-K - 12) to ensure educational value, developmental appropriateness, relevance, and synergy between grade levels
- Develop an age/grade appropriate High School curriculum and manage the execution of the High School program
- Encourage 7th and 8th grade students (and parents) to continue onto Confirmation
- Encourage post nursery school families to re-enroll/continue in religious school
- Work with School Committee to introduce and monitor use of effective strategies and accommodations for students with special needs
- Coordinate religious school field trips with teachers
- Maintain current knowledge of teaching materials, techniques and educational theory

RELIGIOUS SCHOOL FACULTY RESPONSIBILITIES

- Recruit, interview, hire and manage teaching and administrative staff
- Develop and clearly communicate teaching and administrative expectations
- Observe classes on a regular basis
- Manage staff schedules
- Evaluate members of the teaching staff, both orally and in writing on a regular basis, with greater frequency for new hires
- Address issues of staff termination in conjunction with School Committee Chair and/or members of the School Committee
- Conduct monthly staff meetings
- Provide professional development opportunities for teachers
- Supervise school secretary/administrator
- Oversee student teacher assistants program to insure proper training of student aides and proper utilization within the classroom and the school
- Supervise Youth Educator

RELIGIOUS SCHOOL ADMINISTRATIVE RESPONSIBILITIES

- Conduct school registration – assign and enroll students in appropriate classes
- Prepare and present annual religious school budget: Maintain budget on a monthly basis, presenting monthly budget updates to the School Committee

- Prepare annual school calendar considering implications relative to local public school schedules
- Develop and implement disciplinary procedures for students and teachers
- Update the Parent Handbook annually with School Committee approval
- Seek opportunities and write grant proposals for additional religious school funds as necessary or desired

COMMUNICATION RESPONSIBILITIES

- Establish, communicate, and post regular office hours to encourage effective communication with parents, students, and faculty. Additional communication via email, phone, website and personal contact as needed
- Effectively manage disciplinary issues and inform and discuss issues with parents in a timely manner
- Write a column focusing on the religious school that will appear in each issue of the monthly temple bulletin
- Maintain dialogue and liaison with the independent nursery school at Congregation XXXX
- Maintain dialogue and liaison with the Youth Committee, Sisterhood and Brotherhood at Congregation XXXX

FAMILY AND ADULT EDUCATION RESPONSIBILITIES

- Develop, prepare, and organize a minimum of one annual Kallah (family education program) for each grade through grade 6
- Oversee the administration of all family education activities
- Coordinate the growth of the adult education program in conjunction with Rabbi and Cantor

ADDITIONAL RESPONSIBILITIES

- Attend all meetings of the School Committee, and report on all matters concerning the status of the school including, but not limited to, budget, enrollment, curricula process, disciplinary and staff related issues
- Attend Congregation XXXX Board of Trustees meetings as well as Congregational meetings, prepared to report on all significant matters concerning the status of the religious school as above
- Attend all religious and school functions including Consecration, teacher/parent meetings, family Shabbat services, family Kallot, Junior Congregation Services, Purim and Sukkot holiday observances, Confirmation, High School graduation, prospective and new member events, and other temple events as requested by the School Committee or Clergy
- Participate in XXX, NATE and the local BJE
- Identify and participate in a minimum of one professional development program annually focusing on management, leadership, education or other relevant professional domains as deemed appropriate by the School Committee

EDUCATION/EXPERIENCE/SKILLS/GENERAL REQUIREMENTS

- Masters degree preferred
- Teaching experience in a classroom setting
- Strong knowledge of the Hebrew language
- Well versed in child development

**JOB DESCRIPTION: EDUCATION DIRECTOR
TEMPLE XXXXX RELIGIOUS SCHOOL**

The education of children, adults and families is of primary importance at Temple xxxxx. The goal of our religious school is to create an exciting, stimulating, and innovative environment for Jewish learning.

The Education Director shall direct all the educational programs of Temple xxxxx for grades Pre-Kindergarten through Seventh. These programs include Religious School, Hebrew School, Family Education Programs, Family and Grade Level Shabbatot and supplemental educational programs. The Education Director administers and supervises the administration of all Temple xxxxx education programs, including Religious School, Teen School and Adult Education programs. The Education Director reports directly to the Rabbis and the Education Committee, and is supervised by the Rabbis.

The Education Director's responsibilities for the Pre-K – 7th grade program include:

A. Develop and Implement Curriculum

1. Evaluate curriculum and staff on an ongoing basis
2. Coordinate materials selection, acquisition, distribution and evaluation
3. Encourage innovative curriculum development
4. Create and implement programs, including the Annual Family Retreat in partnership with the Assistant Rabbi and Youth Director
5. Monitor and evaluate current programs
6. Develop and lead an on-going Teachers' Assistant program (Avodah)

B. Register students for Educational programs

1. Update and organize annual registration materials
2. Distribute registration packets to students and their families
3. Coordinate receipt of completed registrations
4. Coordinate class placement
5. Publicize Religious School programs in the congregation and, as appropriate, in the community
6. Coordinate prospective family visits to the school, answer inquiries regarding the school
7. Maintain an updated data base of current and eligible students

C. Administer Educational Staff including teachers, substitute teachers, learning specialists, teaching assistants, specialists, tutors, and others involved in the religious school's programs

1. Recruit, interview and hire staff
2. Negotiate salaries and contracts
3. Conduct and/or facilitate on-going faculty training and in-service workshops
4. Supervise teaching staff
 - . observe classes on an ongoing basis
 - . do periodic staff evaluations, with verbal and written documentation
 - . do periodic lesson plan review, with feedback
 - . facilitate communication with the teaching staff, specialists, Gan Ilan and Day School teachers
 - . maintain close communication with teachers through weekly emails and regular staff meetings
 - . help increase individual teachers strengths and skills
5. Foster cooperation among faculty and professional staff
6. Develop and administer Avodah program in conjunction with Women of Temple xxxxx (funding)
7. Provide direction, supervision and evaluation of Education department administrative staff

D. Communicate with Temple Staff, Education Committee, Board and CCJDS Director (Day School on site)

1. Attend regular supervisory meetings with the Rabbis
2. Participate in weekly Senior Staff Team meetings
3. Collaborate closely with Teen School Director and Youth Director

4. Attend and support monthly Children with Special Needs Parent Support Group
5. Attend Temple Board meetings periodically and provide updates on our educational programs
6. Attend monthly Education Committee
7. Provide educational and programming resources and support to Women of Temple xxxxx, Anshei Temple xxxxx and any other Temple groups who request help
8. Develop cooperation between Religious School and other Temple activities
9. Coordinate the use of the Temple xxxxx facility with the CCJDS Director

E. Oversee student learning, behavior and attendance

1. Coordinate effort to provide maximum learning environment for each student
2. Maintain discipline, enforcing student discipline guidelines as outlined in Student Discipline Form
3. Deal with problems as they arise
4. Monitor student progress and provide remedial assistance as necessary
5. Supervise student attendance policy
6. Supervise maintenance of comprehensive student records

F. Communicate with parents and facilitate their involvement in the education process

1. Develop and implement family education programs
2. Provide guidelines of grade level and school expectations,
3. Oversee preparation of regular reports on student performance
4. Facilitate active, open communication between parents, educator and teaching staff
5. Assist in coordinating special family events and projects including monthly grade level Shabbat dinners and school -wide holiday celebrations
6. Provide educational holiday and supplementary materials
7. Prepare monthly articles for Temple Bulletin
8. Annually update and revise Temple Religious School Parent Manual
9. Respond promptly to individual concerns, inquiries, and correspondence

G. Develop and prepare the Education Department Budget in conjunction with the Education Committee and Teen School Director

1. Develop the annual budget for the following fiscal year by January with the collaboration of Education Committee chair and Teen School Director
2. Attend and participate in Temple Budget Committee hearings as needed
3. Monitor expenses to stay within guidelines of the annual budget
4. Coordinate facility use and needs projections
5. Evaluate Religious School scholarship and financial aid applications in coordination with the rabbis

H. Coordinate and provide opportunities for our school community's educational involvement in community-wide programs

1. Represent Temple xxxxx in community-wide educational events, and coordinate student and Temple participation in these activities
2. Represent Temple xxxxx on community-wide planning committees, including the Educator's Council

I. Communicate with the Education Committee

1. Plan agenda with Education Committee Chair, attend and report at monthly meetings
2. Participate in periodic consultation and meetings with chairperson(s)
3. Collaborate with Education Committee on community involvement

J. Coordinate, plan and participate with the Rabbis in family services on Shabbat and High Holy Days and Religious School T'filot

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1. Along with the Cantor and Music Specialist, coordinate and supervise student participation in family High Holy Day services
 2. Coordinate and conduct weekday and Sunday Tefillot in Pre-K – 6 Religious School
- K. Teach and/or supervise in educational programs
1. Teach in Religious or Hebrew School as needed
 2. Teach classes in Rosh Chodesh or Adult programs and Teen School as requested and as time permits
 3. Supervise Teen School when Teen School Director has teaching responsibilities
- L. Continue Education Director's own professional development
1. Represent the congregation at local, regional and national professional conferences
 2. Participate in the Center for Jewish Living and Learning's programs for Educators and teachers
 3. Attend professional courses and conferences as requested

Revised 01/08

Educator Job Description

Position Overview

The Educator is a member of the Temple's senior staff team. The primary responsibility of the Educator is the development, implementation, and management of an innovative and engaging religious school program (K- 7, currently 200 students). The Educator may also supervise the Nursery School Director and is a Jewish educational resource for the Temple's day camp (Camp XXXX) and youth programs. The Educator develops and implements family education in the context of the entirety of synagogue programming.

The Educator has the capacity to imagine, develop, and implement innovative education programs that will be intellectually rich, spiritually engaging, and nurturing of individual and community bonds. The Educator possesses strong administrative and organizational skills. The Educator is deeply committed to the values and practices of the Reform movement and supports the deepest and widest possible Jewish exploration, learning, and commitment by our students and their families.

Areas of Responsibility

- A. The Educator is responsible for planning, organizing, administering, and supervising the operation of the Temple XXXX Religious School.
- Develops and articulates the vision, goals, and structure of the Temple's religious education program together with the Rabbi, the Religious School Committee, and the Temple.
 - Develops, implements, and evaluates religious school curricula consistent with the vision and goals of the school.
 - Recruits, hires, and supervises faculty and other religious school staff.
 - Creates the yearly religious school calendar and provides coordination with the synagogue calendar and offices.
 - Shares in the development and implementation of the Temple's bar & bat mitzvah program, together with the Rabbi and the Cantor.
 - Regularly observes teachers and provides mentoring and guidance.
 - Fosters organized, clear communication with parents and students about school policies and expectations.
 - Defines, in consultation with the Religious School Committee and the senior staff team, policies of admission, attendance, tuition, and educational goals.
 - Oversees the evaluation of student progress and ensures communication of that progress to parents.
 - Develops and coordinates appropriate in-service learning and professional development opportunities for faculty.
 - Develops and manages the education program budget.
 - Ensures conformance to appropriate health, safety, and licensing regulations.
 - Participates in ongoing professional development.
- B. The Educator is responsible for developing and coordinating family education programs within the context of the Temple's programming calendar.
- Organizes and supervises youth and family programming for High Holidays, Festivals, and Shabbat.

- Develops programs that integrate parents and families effectively into the religious school curriculum and program.

C. The Educator serves as a liaison to the community high school program.

- Serves as the Temple XXXX staff representative at appropriate community high school events/meetings.
- Supports involvement of Temple XXXX students and families in the community high school program.
- Develops and implements strategies to integrate the community high school program and its students into Temple XXXX congregational programs.

The specific responsibilities among the following additional areas will be determined on the basis of the skills and background of the successful candidate and the needs of the Temple.

D. The Educator serves as education liaison and resource person to the Camp XXXX/Youth Programs.

- Advises and provides supervision to the Program Director(s) in the area of Jewish education, goals and content.

E. The Educator supervises the Nursery School Director.

- Assists with the development of goals and objectives for the program and evaluates performance against those goals and objectives.
- Provides on-going supervision to the Nursery School Director.
- Leads the annual performance review for the Director, in consultation with the Nursery School and Personnel Committees.
- Works closely with the Nursery School Director to ensure the integration of nursery school families and children into the wider educational programs of the Temple.

F. Other Duties

- Serves as ex-officio member of the Religious School and Nursery School Committees.
- Attends Board of Directors meetings as needed.
- Attends senior staff meetings.
- Communicates regularly with the Temple regarding education programs.
- Represents the Religious School and Temple to the broader Jewish community including proactively promoting the religious school program and encourages enrollment and synagogue membership.
- Other duties as assigned.

Reporting

- The educator reports to the Rabbi of the Temple.

Requirements

- Strong Jewish background.
- Leadership experience in education.
- Masters degree or equivalent in education or Jewish studies.
- Commitment to Reform Judaism.
- Strong supervisory, organizational, and administrative skills.
- Passion for Jewish learning and teaching.
- Ability to work collaboratively.
- Inspirational leadership.
- Availability on Shabbat and holidays.
- Excellent and *haimish* communication skills.
- Commitment to support and honor diverse backgrounds, families and levels of Jewish knowledge and engagement.

This position may be configured as either an 80% or full time position. Competitive salary and benefits.

TEMPLE XXXX

JOB DESCRIPTION-DIRECTOR OF LIFELONG LEARNING

Temple XXXX, a 725 member unit Reform congregation, is seeking a Director of Lifelong Learning. We are located in XXXX.

Vision Statement:

We are Temple XXXX, a warm and welcoming community whose members dedicate themselves to lifelong learning, spiritual growth, and working together to repair the world. Both long time members and those new to Temple XXXX are responsible for building a learning community.

Our vision includes:

- *Involving members in meaningful Jewish experiences.*
- *Supporting a diverse and inclusive learning community.*
- *Assessing, and meeting, members' individual needs as continuing learners.*

Professional Responsibilities:

As a member of the senior staff team, the Director of Lifelong Learning is responsible for implementing the vision and goals of our Lifelong Learning program.

The Director will be responsible for:

- Developing and implementing educational curriculum and programs that provide meaningful Jewish experiences to a broad spectrum of learners;
- Supervising administrative staff in all congregational education programs;
- Developing and implementing professional development activities for teachers and educational staff in all congregational educational programs;
- Supporting a diverse and inclusive learning community of all ages, interests, backgrounds and learning needs;
- Creating opportunities for positive parent, congregation and community relationships;
- Coordinating and providing oversight for facility maintenance;
- Maintaining student and other administrative records and documentation;
- Drafting the annual education budget in consultation with Temple XXXX clergy, administrative and education staff;
- Public speaking in front of a variety of audiences and interest groups.

Education/Experience Qualifications:

The Director of Lifelong Learning must meet the qualifications of a Jewish educational leader. A Bachelors Degree in Judaic Studies or Education is required. A Masters Degree or certification in Educational Administration is desirable. RJE (Reform Jewish Educator) or its equivalent is preferred. The successful candidate will have:

- Three years of teaching experience;
- Three years of administrative or supervisory experience;
- Hebrew skills; and
- Extensive knowledge of current Jewish educational materials.

The candidate must be a positive Jewish role model, and be able to create an open, viable and welcoming learning atmosphere with experience in:

- Building productive relationships with teachers, staff and congregants;
- Maintaining effective communication with teachers, staff and congregants regarding learning opportunities, and the status of learning programs;
- Supervising teaching and staff with clarity, decisiveness and vision;
- Information and communications technology as it relates to overseeing education programs, curricula, and budget including experience with Microsoft Office Suite.

Physical Requirements:

In compliance with the ADA, the candidate must be able to:

- Lift 20-25 pounds;
- Bend at the waist;
- Push up to 40 pounds;
- Kneel or stoop; and
- Be on your feet for extended periods of time.

**RABBI EDUCATOR or DIRECTOR of EDUCATION December 2006
FULL-TIME POSITION**

Congregation XXXX, a reform congregation located XXXX, is seeking
a Rabbi Educator or Director of Education to continue in its traditions of community-wide Jewish
Learning.

CONGREGATION XXXX: EDUCATION VISION STATEMENT

At Congregation XXXX, we may have many voices, but we retain only one mission... to promote Jewish values and ideals. As a *Beit Midrash*, we are challenged to enhance and expand the opportunities that we offer our entire congregation. We envision a community-wide learning process that will empower each individual and family with a deep-rooted understanding of their cultural and spiritual origins, while appreciating the importance of living a Jewish life that is founded on social justice and responsibility. Through this continued delivery of enriched Jewish programming, we will weave our rich heritage into the fabric of everyday living.

A Vision for Congregation XXXX's Director of Education

We envision the Congregation XXXX learning community as highly interactive, inter-connected and inter-generational... a place where education is not confined to the school and certainly not to our children. We expect the Rabbi Educator/Director of Education to collaborate with the Rabbi, the Faculty, the Family, Youth and Early Childhood Educators as well as lay leadership and the Jewish community, at large, to develop a comprehensive program of Jewish learning based on formal and informal learning experiences that span our generations, *l'dor v'dor*. We seek a Rabbi Educator/Director of Education who is not merely a school administrator or manager... we seek an individual who can lead our community as a learned Jewish professional... passionate about Torah and God, able to convey his/her desire to live an informed, joyful Jewish life through study, ritual observance, tikkun olam and social justice.

Guiding Principles for the Congregation XXXX Rabbi Educator/Director of Education

- The *Rabbi Educator*/Director of Education should be a devoted and inspirational leader... someone who is passionate for his/her Judaism while maintaining a life of learning through teaching and collaboration.
- The *Rabbi Educator*/Director of Education should be an individual who can create a community-wide learning environment, which can sustain a vibrant and growing congregation through intellectual growth, spiritual awareness and social responsibility.
- The *Rabbi Educator*/Director of Education should be a role model for *menschlich* behavior.

CONGREGATION XXXX

**RABBI EDUCATOR or DIRECTOR of EDUCATION
POSITION DESCRIPTION**

Position Title: Rabbi Educator/Director of Education
Reports to: Congregation President
Supervised by: Rabbi
Supervises: Family Educator, Pre-School Director, Youth Educator, Religious School and Midrasha (high school) Faculty, Assistant to the Director of Education
Team Partners: Cantorial Soloist, Music Teacher
Supported by: Vice President of Education, Religious School Committee, Lay Leadership Education Committees, Social Action and Ritual Committees
Position type: Full-time

Preferred Qualifications: Minimum 5 years experience. Rabbi or MA preferred, or equivalent experience.

Skills/Core competencies:

- Loves working with children and has ability to relate to children of all ages
- Has ability to work with students who have different learning styles and disabilities and is flexible in ensuring that all children feel welcome in the school
- Has ability to enhance and develop progressive curriculum in alignment with the values of the school and takes a creative approach to school programs
- Has a strong Jewish education and can teach to a wide variety of topics including but not limited to Hebrew, Torah and Jewish values, holidays, culture, liturgy and Israel, from early childhood through adult
- Has ability to provide leadership for teachers and staff, specifically:
 - Establishes/articulates vision and direction
 - Motivates others and creates a stimulating environment
 - Empowers individuals to achieve greater results
 - Demonstrates high levels of integrity and respect
- Has ability to work collaboratively with teachers and staff; including hiring, teacher supervision and faculty development, specifically:
 - Articulates and conveys a sense of purpose: works to get consensus in order to get support from others
 - Requests information and feedback in order to improve work performance
 - Inspires confidence, motivation and a sense of teamwork
- Has ability to manage conflict and facilitate problem solving between and among teachers, students and parents, specifically:
 - Effectively gathers analyzes and processes a variety of inputs when making decisions
 - Attempts to resolve conflicts objectively and collaboratively
 - Challenges self and others to seek out alternative perspectives and approaches

Areas of responsibility

Curriculum and Programming:

- Create, monitor, evaluate and revise curriculum for the Religious School, Hebrew School and High School programs, in collaboration with the teachers and the Rabbi.
- Collaborate with the Early Childhood, Youth and Family Educators to develop, coordinate and integrate programming throughout the learning community.
- Actively participate in the planning and implementation of holiday and special programming within the school and Temple community.
- Serve as lead staff member for the entire Grade 7 program at Congregation XXXX including: Monday evening community high school program, informal educational opportunities, and all Bar/Bat Mitzvah coordination.

Supervision and Coordination:

- Provide supervision and opportunities for faculty growth and development
- Provide leadership and supervision for the Directors of Early Childhood Education, Youth Education, Family Education and Musical Programming and Bar/Bat Mitzvah tutor(s).
- Provide leadership and supervision for the Education Administrative Assistants and consultants.
- Coordinate with Rabbi and Temple Executive Director.

Work with the congregational community:

- Partner with the Education Committees to achieve the educational goals of the congregation.
- Maintain communication with parents about the goals, activities and issues of their children and the school. Write a monthly newsletter article.
- Collaborate with Rabbi, professional staff and lay leadership to develop and implement an integrated program of formal and informal-based learning opportunities for the congregation.

Administration:

- Oversee administration of the Education Office pertaining to the Religious School and coordinate all components of Bar/Bat Mitzvah program.
- Prepare all Bar/Bat Mitzvah materials including Bar/Bat Mitzvah binder that each student uses to prepare for his/her Bar/Bat Mitzvah.
- Prepare and manage annual budget in conjunction with Religious School Committee.
- Hire, train and supervise/evaluate school faculty.
- Coordinate communication among professional staff, administrative staff, teaching faculty and parents of students.
- Seek external support for education programs by submission of grant applications.
- Arrange academic calendar and class assignments with team partners as appropriate.
- Participate in professional organizations and communal initiatives.

Director of Lifelong Jewish Learning 2006

Job Description

Temple XXXX seeks a full-time Director of Lifelong Learning to collaborate with Rabbi, Cantor, and lay leadership to take its education program to a new level. Our congregation based in a vibrant community is creating this new position to coordinate its current 90-student religious school and its adult education program. The goal is to develop a program of lifelong learning whose excellence will attract membership from throughout the XXXX area. The Director will manage the current religious school and adult classes while creating new initiatives to meet this long-term goal. Teaching experience and familiarity with Jewish education are required. The Director we seek will inspire an enthusiastic appreciation for Judaism and Jewish learning, and will continually find opportunities for religious education and synagogue life to enrich each other. [Temple XXXX is committed to supporting the professional development of the director to empower her or him to further these ends.]

Long-term goals for Director of Lifelong Learning

- Design and implement coordinated adult and family education programs to serve all ages of a diverse congregation.
- Support and involve parents in their role as primary nurturers of their children's Jewish identity
- Increase inclusiveness of programming for interfaith families and families living in the wider metropolitan area
- Broaden the focus of youth and adult Hebrew instruction beyond Bnai Mitzvah training
Incorporate attractive aspects of other Jewish experiences into educational programs, including community service, visits to Israel, and Jewish camping

Responsibilities

Education Leadership

- Develop and implement a vision for life-long learning
- Refine and develop Adult and Religious School curriculum
- Establish educational goals and standards for each level of learning, with associated mechanisms to evaluate student performance
- Recruit new students of all ages
- Prepare the education budget and annual goals/priorities in collaboration with the Education Committee
- Develop and maintain an outstanding faculty including hiring, goal-setting, support, professional development, and evaluation

Administration

- Administer adult education and religious school operations, including:
 - o registration
 - o student placement
 - o identifying and procuring appropriate curricular materials and supplies
 - o preparing annual calendar
 - o scheduling classroom usage
 - o school policies
- Oversee school when in session on Wednesday afternoons and Sunday mornings
- Prepare status reports and attend monthly Education Committee meetings
- Participate in weekly staff meetings with the Rabbi, Cantor, and Temple Administrator
- Implement and supervise the B'nai Mitzvah program
- Oversee Youth Group and its advisors
- Assess training needs and recommend professional development for faculty

Teaching

- Teach one adult class if schedule permits
- Plan and lead school assemblies and programs
- Lead family High Holiday services with the Rabbi and Cantor

Job Qualifications

- Commitment to lifelong Jewish education for adults and youth
- Dynamic leadership skills to inspire participation from a diverse constituency of congregants and families with a variety of goals and priorities
- Strong teaching skills
- Knowledge of Hebrew language, Jewish life and culture, and Reform Judaism
- Ability to hire, inspire, support and evaluate teachers
- Strong communication skills and sensitivity to organizational context, to work effectively with Rabbi, Cantor, Temple Administrator, and lay leadership
- Administrative experience desirable

Job Description for Director of Life-Long Learning
Congregation XXXXXXXX
XXXXXXX
2007

JOB OVERVIEW

- Translate a shared vision of Congregation XXXXXXXX as a community of learners into **programs and activities for all members**;
- Establish and maintain a **Jewish learning culture** that is progressive, innovative, and relevant;
- Keep informed about the latest educational theories, methods, and technology in order to **establish and maintain standards based on the best educational practices**;
- Provide a leadership role in **designing and implementing new curricula and programs**;
- Develop an engaging **family and adult education curriculum**;
- Participate in **regional and national conferences** for Jewish education;
- Establish good working relationships with local **Jewish educational and cultural resources**.
- Work cooperatively to create a Temple community where the **values of Judaism are infused** in all aspects of congregational life.

REPORTS TO: To the Senior Rabbi

PERSONS(S) RESPONSIBLE FOR REVIEW: Senior Rabbi with input from others as appropriate

REVIEW DATES: November and April of each year

MAIN RESPONSIBILITIES: (inclusive but not limited to)

Religious School

Administration:

1. Ensure smooth administration and running of Religious School. Supervise the administrative activities related to running the school (e.g., classroom materials, rosters, record keeping, calling volunteers).
2. Prepare budgets for education activities and related programs including the building and management of the Religious School budget.
3. Attend and report at Religious School Committee meetings.

4. Write a Religious School article for monthly Temple bulletin.

Religious School Staff:

1. Recruit and supervise teachers, teacher assistants, substitutes, presenters and volunteers.
2. Work with teachers to review lesson plans, provide feedback and communication as appropriate.
3. Prepare and present teacher training.
4. Ensure education staff is properly trained and prepared; review lessons as appropriate and supervise teachers and related staff

Religious School Curriculum:

1. Review curriculum, develop a plan for revision/update of curriculum and implement plan over an agreed time frame.
2. Coordinate music program with Cantor.
3. Design, plan and coordinate field trips and special “in house” programs.
4. Design and, together with Sr. Rabbi, teach a quarterly High School Jewish college prep session to asst. teachers and other post-confirmands.

Parent Relations:

1. Field parent concerns and behavior challenges.
2. Maintain all types of communication with parents.
3. Plan and hold an Open House before School begins. Meet once individually with every new family to the School.
4. Communicate with parents to explain the Religious School curriculum/programs and facilitate resolution of individual problems

Adult & Family Education

1. In consultation with the rabbinical staff, plan, publicize, and administer comprehensive Adult & Family education in keeping with the congregation's needs.
2. Coordinate with appropriate temple staff to ensure successful implementation and communication of Life-long Learning activities.
3. Direct and coordinate curricula for all ages. Implement education programs and related activities to meet the needs of various age, family and geographic groups, including but not limited to:

- Adult education
 - Social action
 - Seniors
 - Young families
 - Empty nesters
 - Mom & tot
 - Singles
2. Recruit in-house professional staff (including self) or outside instructors to teach classes and programs as needed.
 3. Organize our monthly Friday night Family services, together with Religious School teachers, the Senior Rabbi, and Cantor. Coordinate music aspects of service with Cantor.
 4. Implement a year long Adult Hebrew for Beginners program leading to Adult Bar/Bat Mitzvah.
 5. Oversee lay leader who directs our XXXXXX Family “at home” education program.
 6. Plan and supervise occasional retreats and family programs.

Liaison Roles

1. Represent XXXXXX in community wide events.
2. Plan and direct Mitzvah Day with lay volunteer leaders.
3. Attend and present as needed: Temple Board Meetings, New Member Orientation meetings and XXXXXX Jewish Educators Council monthly meetings.
4. Work with Religious School committee and groups to help implement Life-long Learning plan
5. Partner with professional staff to meet the spiritual, educational and community-building needs of the congregation.
6. Coordinate with appropriate temple staff to ensure successful implementation and communication of Life-long Learning activities.
7. In coordination with the Executive Director and Sr. Rabbi, serve as liaison with other Jewish organizations, such as JCC, XXXXXX Jewish Educators Council, and represent the Temple in the community in his/her capacity as Director of Life-long Learning

Congregation XXXX Education Director's Job Description

Congregation XXXX is a vibrant, creative, intellectual, warm, stable, multi-generational Reform Jewish community that relishes the challenge of building a strong, educated, active American Jewish community over the next 350 years. It is the responsibility of the Education Director to maintain congruency between this mission and all school programming. The Director models Congregation XXXX's values and maintains a supportive climate for all members of the Congregation XXXX community (students, teachers, staff, families and community). As the most visible representative of the school, the Director, in conjunction with the rabbis, is the chief articulator of our educational mission and goals, as well as for its academic philosophy and program. The Director is held to the highest level of professional conduct. The Director is supervised primarily by the Senior Rabbi (with consultation from the Executive Director). In addition to supervising the faculty and madrichim, the Education Director supervises an administrative assistant as well Shabbat morning childcare staff.

Religious School Duties

- ✧ Be a welcoming, encouraging promoter of love of Torah for our entire congregation.
- ✧ Engage in the visioning process with the rabbis and staff.
- ✧ Welcome a diverse student population.
- ✧ Be willing to experiment with creative educational programming.
- ✧ Plan, coordinate, and evaluate curriculum.
- ✧ Recruit, hire and supervise teachers. Plan teacher orientation.
- ✧ Create and maintain continuum between grade levels.
- ✧ Provide for teacher staff development.
- ✧ Oversee registration process, including follow up with students who have not re-registered.
- ✧ Develop facilities utilization plan, with Executive Director, for determining class sections.
- ✧ Order textbooks and supplies.
- ✧ Observe and evaluate teacher performance.
- ✧ Consult teachers regarding classroom management, teaching methods and general school procedures.
- ✧ Meet individually with teachers to assist and remediate their performance.
- ✧ Supervise student placement, testing, and performance evaluation (i.e. report cards).
- ✧ Handle student discipline.
- ✧ Facilitate communication between parents, teachers and students.
- ✧ Research new educational trends, materials, and texts.
- ✧ Oversee Madrichim program.
- ✧ Oversee parent volunteer, room parent, and Tikkun Olam parent programs.
- ✧ Oversee High School program.
- ✧ Oversee student attendance and participation.
- ✧ Plan Teacher Appreciation Shabbat, participate in Simchat Torah and Shavuot services.
- ✧ Be a visible presence in all areas of the school.
- ✧ Additional duties, as assigned.

Administrative/Professional Responsibilities:

- ✧ Provide an orderly, supportive school climate which supports the congregation's educational goals.
- ✧ Sit on the Religious School Board.
- ✧ Oversee the duties required to provide snack and dinner for Religious School students.
- ✧ Attend monthly Jewish Education Directors Association meetings, and communicate regularly with area Religious School Directors.
- ✧ Attend weekly senior staff meetings.
- ✧ Contribute monthly to the temple Bulletin.
- ✧ Oversee activities of parent volunteers, room parents, and Tikkun Olam parents.
- ✧ Oversee maintenance of school records.
- ✧ Oversee Religious School Budget.
- ✧ Model the values of Congregation XXXX and maintain a supportive climate for the congregation.

JOB DESCRIPTION FOR THE DIRECTOR OF CONGREGATIONAL LEARNING

“We affirm the power of Jewish learning to create and deepen Jewish identity and commitment. Lifelong Jewish learning—from childhood through adulthood—brings Jewish values to our daily lives, nurtures spiritual experiences, and both anchors and challenges us to reach out to a world in need.”

--From Temple xxxxx's Statement of Core Values

Introduction:

The Director of Congregational Learning is the visionary leader of lifelong learning at Temple from preschool through adulthood; the administrative and educational leader of a large and vibrant Religious School, and the supervisor of the Youth Director and the Director of Early Childhood Education.

We seek an educator who has experience in and a passion for Reform Jewish education and congregational life, who thinks creatively, and who can help us look globally at a range of education programs at this large and diverse congregation. The ideal educator will also share our aspirations for a program that reaches across the generations to excite, challenge and enrich all our members.

The primary focus of the position is youth education. The director will also be an important resource to our dynamic adult education program and will be a part of the senior leadership team. The position could evolve to include more significant leadership responsibilities for our adult education program in the future.

A Master's Degree in Jewish Education or a Master's in Education is preferred, as well as a minimum of three to five years of related experience and a background in Reform Jewish education.

Particular Duties:

- **Religious School:** The primary duty of the Director of Congregational Learning is to serve as the Religious School leader. In that role, the director will supervise the staff members who handle much of the administration and will recruit, train and lead the faculty who teach our 675 students. The director will oversee curriculum that incorporates Hebrew study and Jewish culture, values and knowledge, and communicate and be responsive to students, parents, teachers and other congregants in nurturing an environment that enhances enthusiasm for a lifetime of Jewish learning.
- **Early Childhood:** The Director of Congregational Learning is the supervisor of the Director of Early Childhood Education. We expect a strong partnership between the two professionals in integrating the Preschool and its community with the larger early childhood community at Temple, as well as coordinating a successful transition for our youngest learners into the Religious School.
- **Bar/Bat Mitzvah program:** Please see attachment IV.
- **Youth and Informal Education:** The Director of Congregational Learning will supervise the Youth Director and work with the Youth Rabbi across the spectrum of youth programming to develop and help ensure a comprehensive, integrated Temple experience for our youth.

- **Adult Learning** –The Director of Congregational Learning will work collaboratively with the adult education team, which includes Rabbi xxxx, lay leadership and program staff, to develop and deliver an inspiring and cohesive adult education program and curriculum. The Director of Congregational Learning will have the opportunity to teach adults as well as to work with clergy, staff, lay leadership and guests to build the curriculum.

Professional responsibilities:

- **Personal Characteristics:** We seek a Director of Congregational Learning who is a committed teacher, who is enthusiastic and bright, who likes and gets along with children, and who can communicate with and be responsive to adults. The director should be comfortable with change and willing to experiment with different kinds of programs, such as family or parallel learning or Shabbat and holiday study experiences. Partnership is important across the board—both between lay people and staff and within the staff itself, where we work, study, laugh and play very much as a team.
- **Organizational Responsibilities:** In our large congregation, the Director of Congregational Learning will need the organizational and personal skills to manage a dedicated staff, a large number of part-time teachers, a committed corps of volunteers, and a significant budget. In a collaborative environment, we are looking for a community builder and team player rather than a top-down leader.
- **Institutional Responsibilities:** As a member of the senior leadership team, the Director of Congregational Learning will report directly to the Senior Rabbi. The Director of Congregational Learning is the professional liaison to the Religious School Committee and will be called on to consult with other relevant committees. Reflecting the integral role of education at our Temple, the Director of Congregational Learning will always be welcome to attend meetings of the Board of Trustees and the Executive Committee.

**RABBI EDUCATOR or DIRECTOR of EDUCATION
FULL-TIME POSITION
2007**

Congregation XXXXXX, a reform congregation located in XXXXXX is seeking
a Rabbi Educator or Director of Education to continue in its traditions of community-wide Jewish
Learning.

CONGREGATION XXXXXX: EDUCATION VISION STATEMENT

At Congregation XXXXXX, we may have many voices, but we retain only one mission... to promote Jewish values and ideals. As a *Beit Midrash*, we are challenged to enhance and expand the opportunities that we offer our entire congregation. We envision a community-wide learning process that will empower each individual and family with a deep-rooted understanding of their cultural and spiritual origins, while appreciating the importance of living a Jewish life that is founded on social justice and responsibility. Through this continued delivery of enriched Jewish programming, we will weave our rich heritage into the fabric of everyday living.

A Vision for Congregation XXXXXX's Director of Education

We envision the Congregation XXXXXX learning community as highly interactive, inter-connected and inter-generational...a place where education is not confined to the school and certainly not to our children. We expect the Rabbi Educator/Director of Education to collaborate with the Rabbi, the Faculty, the Family, Youth and Early Childhood Educators as well as lay leadership and the Jewish community, at large, to develop a comprehensive program of Jewish learning based on formal and informal learning experiences that span our generations, *l'dor v'dor*. We seek a Rabbi Educator/Director of Education who is not merely a school administrator or manager...we seek an individual who can lead our community as a learned Jewish professional...passionate about Torah and God, able to convey his/her desire to live an informed, joyful Jewish life through study, ritual observance, tikkun olam and social justice.

Guiding Principles for the Congregation XXXXXX Rabbi Educator/Director of Education

- The *Rabbi Educator*/Director of Education should be a devoted and inspirational leader...someone who is passionate for his/her Judaism while maintaining a life of learning through teaching and collaboration.
- The *Rabbi Educator*/Director of Education should be an individual who can create a community-wide learning environment, which can sustain a vibrant and growing congregation through intellectual growth, spiritual awareness and social responsibility.
- The *Rabbi Educator*/Director of Education should be a role model for *menschlich* behavior.

Congregation XXXXX
XXXXXX

RABBI EDUCATOR or DIRECTOR of EDUCATION
POSITION DESCRIPTION

Position Title: Rabbi Educator/Director of Education
Reports to: Congregation President
Supervised by: Rabbi
Supervises: Family Educator, Pre-School Director, Youth Educator, Religious School and Midrasha (high school) Faculty, Assistant to the Director of Education
Team Partners: Cantorial Soloist, Music Teacher
Supported by: Vice President of Education, Religious School Committee, Lay Leadership Education Committees, Social Action and Ritual Committees
Position type: Full-time

Preferred Qualifications: Minimum 5 years experience. Rabbi or MA preferred, or equivalent experience.

Skills/Core competencies:

- Loves working with children and has ability to relate to children of all ages
- Has ability to work with students who have different learning styles and disabilities and is flexible in ensuring that all children feel welcome in the school
- Has ability to enhance and develop progressive curriculum in alignment with the values of the school and takes a creative approach to school programs
- Has a strong Jewish education and can teach to a wide variety of topics including but not limited to Hebrew, Torah and Jewish values, holidays, culture, liturgy and Israel, from early childhood through adult
- Has ability to provide leadership for teachers and staff, specifically:
 - Establishes/articulates vision and direction
 - Motivates others and creates a stimulating environment
 - Empowers individuals to achieve greater results
 - Demonstrates high levels of integrity and respect
- Has ability to work collaboratively with teachers and staff; including hiring, teacher supervision and faculty development, specifically:
 - Articulates and conveys a sense of purpose: works to get consensus in order to get support from others
 - Requests information and feedback in order to improve work performance
 - Inspires confidence, motivation and a sense of teamwork
- Has ability to manage conflict and facilitate problem solving between and among teachers, students and parents, specifically:
 - Effectively gathers analyzes and processes a variety of inputs when making decisions
 - Attempts to resolve conflicts objectively and collaboratively
 - Challenges self and others to seek out alternative perspectives and approaches

Areas of responsibility

Curriculum and Programming:

- Create, monitor, evaluate and revise curriculum for the Religious School, Hebrew School and High School programs, in collaboration with the teachers and the Rabbi.
- Collaborate with the Early Childhood, Youth and Family Educators to develop, coordinate and integrate programming throughout the learning community.
- Actively participate in the planning and implementation of holiday and special programming within the school and Temple community.
- Serve as lead staff member for the entire Grade 7 program at Congregation XXXXXX including: Monday evening Midrasha program, informal educational opportunities, and all Bar/Bat Mitzvah coordination.

Supervision and Coordination:

- Provide supervision and opportunities for faculty growth and development
- Provide leadership and supervision for the Directors of Early Childhood Education, Youth Education, Family Education and Musical Programming and Bar/Bat Mitzvah tutor(s).
- Provide leadership and supervision for the Education Administrative Assistants and consultants.
- Coordinate with Rabbi and Temple Executive Director.

Work with the congregational community:

- Partner with the Education Committees to achieve the educational goals of the congregation.
- Maintain communication with parents about the goals, activities and issues of their children and the school. Write a monthly newsletter article.
- Collaborate with Rabbi, professional staff and lay leadership to develop and implement an integrated program of formal and informal-based learning opportunities for the congregation.

Administration:

- Oversee administration of the Education Office pertaining to the Religious School and coordinate all components of Bar/Bat Mitzvah program.
- Prepare all Bar/Bat Mitzvah materials including Bar/Bat Mitzvah binder that each student uses to prepare for his/her Bar/Bat Mitzvah.
- Prepare and manage annual budget in conjunction with Religious School Committee.
- Hire, train and supervise/evaluate school faculty.
- Coordinate communication among professional staff, administrative staff, teaching faculty and parents of students.
- Seek external support for education programs by submission of grant applications.
- Arrange academic calendar and class assignments with team partners as appropriate.
- Participate in professional organizations and communal initiatives.