

**RELIGIOUS SCHOOL DIRECTOR---2005**  
**JOB DESCRIPTION**

Position reports to Rabbi XXXX who will have the final approval on curriculum consistent with the Temple's charter.

Professional Responsibilities

Attend meetings:

- ◆ School board meetings
- ◆ Commission meetings
- ◆ Weekly staff meetings
- ◆ Private teacher meetings
- ◆ Lead teacher workshops and monthly meetings
- ◆ Parent-teacher conferences

Write monthly article for Temple newsletter

Show school to prospective student families

Recommend students for Camp XXXX

Keep records on each student and check report cards

Documenting teachers' time for payroll

Substitute teach when necessary

Develop flyers for upcoming events and programs

Hire, fire and counsel teachers and aides

Choose, train and supervise volunteer student aides

Supervise teachers

Check lesson plans

Implement URJ curriculum

- ◆ Presently use the Chai curriculum for grades 3-6
- ◆ Grades K-2 use the 'old' curriculum plus holiday, simple prayers, and Jewish value curriculum
- ◆ Grade 7 is mitzvah year – projects and Jewish value curriculum

Set Hebrew curriculum based on prayers for Bar/Bat Mitzvah with Rabbi's guidance

Develop and implement Holiday programs on Sunday mornings

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Develop and promote family programs for each grade with Rabbi's guidance (XXXX and Rabbi XXXX teach in the program)

School Board:

- ◆ Recommend candidates
- ◆ Report on upcoming events
- ◆ Recommend fundraisers

Special programming and future planning – Meet with Rabbi, as necessary

Assist teachers to develop programs for Friday night service

Attend all family Shabbat dinners and services

Write and implement a Parent-Teacher Handbook

Lead parent meetings, Bar/Bat Mitzvah guideline meeting

Implement special Bar/Bat Mitzvah family programs – with a 13-step mitzvah book.

Develop Parent-Student Bar/Bat Mitzvah Handbook with Rabbi

Teach classes on Sunday on Judaic subjects to parents and students

Teach classes for teachers, when requested, through the BJE

Attend all Director meetings at the BJE and encourage teachers to attend

Budget preparation and P&L responsibility

Attend all Bar/Bat Mitzvah Services