

Job Description for Temple Educator **Temple XXX**

3/07

A Vision of the Rabbi/Educator at Temple xxx

"v'talmud Torah k'neged kulam"...

[The study of Torah is greatest mitzvah.]

Temple xxx is committed to creating a kehilla kedusah-a holy community- rooted in the values of Torah (Jewish learning), Avodah (Worship), and Gemillut Hasidim (Sacred deeds to repair the world). Temple xxx has an ultimate goal to create a congregational spirituality where life-long learning is seen as an essential part of the life of all of its members. The Rabbi/Educator is a sacred partner with the senior staff and lay leadership in achieving this goal with special emphasis on bringing Jewish learning and knowledge to all aspects of the synagogue. The rabbi/educator is most essentially a teacher of Torah. S/he will be directly responsible for envisioning, implementing and supervising Jewish education programs for children, adults, parents and families. The Rabbi/Educator will also participate in all aspects of rabbinic and congregational life within the framework established by the Senior Rabbi.

Definition of position at Temple

The Rabbi-Educator will be described as such to the congregation, but will be deemed as our **Temple Educator** so that there will be no confusion as to the primary responsibility of this rabbi (as all rabbis are also educators.) The titles can be used interchangeably internally and to the benefit of the Rabbi - Educator where applicable and appropriate, and within IRS guidelines so that parsonage allowance and other tax benefits may be used by the rabbi.

Relationship with Senior Staff

The Rabbi-Educator will be a full time Jewish professional; the administrative head of Jewish educational programming; and a member of the Senior Staff, the professional team, of Temple xxx, who will work with the Senior staff, attend Senior staff meetings, and work under the direction and in coordination with the Senior Rabbi. The Rabbi-Educator will also be invited to all Board Meetings and called upon to report to the Board when asked by the President of the synagogue and/or the Sr. Rabbi.

S/he will actively participate in the synagogue's relevant committee, including but not limited to, regular meetings of the Religious School, Adult Education, Membership, Outreach, and Programming committees, as well as serve as an ex-officio of the ECC School Committee (as the ECC Director shall serve on the Religious School Committee.) He will also work closely with and staff the Parent Association of the Religious School.

As Rabbi/Educator, the areas of professional work partnering with the Sr. Rabbi and lay leaders shall include:

1. General Administrative Responsibilities for the Religious/Hebrew School (RS/HS)
2. Teacher Recruitment, Supervision and In-Service of RS/HS
3. Curriculum and Instruction of RS/HS
4. Develop and maintain relationships with Students, Parents and Congregation
5. Supervise Youth Director
6. Adult Education Coordination and Administration, as well as regular teaching
7. Coordinate Shabbat, Holiday and Holy Day Children, Family Services and Celebrations
8. Family Education Coordination, Direction and Teaching
9. Coordinating Informal Youth Programming for High School Students School Students and younger students
10. Coordinate with Cantors B'nai Mitzvah Curriculum and Process.
11. Creating and overseeing publicity for all of above, internally on a regular basis and externally when appropriate

12. Explore with Sr. Rabbi new programming and grants to expand all of above in depth and breadth
13. Support and participation in Outreach activities of the congregation.
14. Professional Development and Membership, where appropriate, via URJ, BJE, NATE, CCAR and CAJE
15. The Rabbi-Educator will assume a share of all rabbinic functions----pastoral, Shabbat, Holiday, and High Holy Day services, life cycle, teaching, counseling, and preaching ---- when called upon by the Sr. Rabbi to do so, as time permits, as well as others areas of the Jewish life of the congregation yet to be determined. Rabbi/ Educator will serve as and be promoted as an extension of the clergy team under the supervision of the Sr. Rabbi in every aspect of synagogue life understanding that *the primary portfolio of this person is education.*

S/he will be expected to be a role model to students and the synagogue community.

The Rabbi-Educator is encouraged to undertake appropriate professional development and education in both the educational and rabbinical fields, and will be provided with sufficient time for personal study.

**Job Description
Rabbi-Educator
March, 2012**

Areas of Responsibility include:

Administration:

- Oversee the administration and management of the entire religious school (pre-K-12), youth, early childhood and adult education programs including the registration process, progress reports, email lists and the educational and youth components of the temple's web site.
- Prepare and manage annual school and youth programming budget in conjunction with the School, Youth and Finance Committees.
- Hire, train and supervise/evaluate school faculty, staff, youth group advisors and Madrichim after consultation with the appropriate committee chair.
- Coordinate and manage all communication amongst professional staff, administrative staff, teaching faculty and parents.
- Coordinate and manage the entire B'nai Mitzvah Program in conjunction with the appropriate Board Committees and the Rabbi, including hiring and supervision of B'nai Mitzvah tutors and parent meetings.

Curriculum and Programming:

- Create, monitor, evaluate and revise a foundation curriculum for pre-kindergarten through grade 12, Hebrew and adult education, in collaboration with the faculty, Board Committees and the Rabbi.
- Monitor, evaluate and revise the B'nai Mitzvah Education Program, including the informal educational opportunities and family education opportunities.
- Actively participate in the planning and implementation of holiday and special programming (grade level family services, class programs, holiday programs, school wide programs, B'nai Mitzvah family Shabbaton, school trips, retreats and special events) within the School and the Temple community.
- Collaborate with the Informal Education Coordinator and TYG advisor(s) to develop, coordinate and integrate programming throughout the youth and family community.

Supervision and Coordination:

- Create, conduct and support orientation programs, training seminars, programming meetings and professional growth opportunities for all members of the faculty.
- Provide leadership and supervision for the faculty, TYG advisor(s) and B'nai Mitzvah tutors.
- Coordinate all activities with the Rabbi and Temple Administrator

Work with the community:

- Collaborate with the Rabbi and lay leadership to develop and implement an integrated program of formal and informal-based learning opportunities for the entire congregation.
- Partner with the School, Youth, Early Childhood, Library and Adult Education Committees to achieve the educational goals of the congregation.
- Teach courses in the religious school and adult education programs.
- Maintain communication with the parents about the goals, activities and issues of their children and the school.
- Participate in professional organizations and communal initiatives (Educator's Forum, NATE, CAJE, etc)

Rabbinic Responsibilities:

- Serve as a rabbi of the congregation and function as such after consultation with the Rabbi and/or the Executive Committee.
- Lead High Holy Day worship on a schedule and format to be determined by the Rabbi and the Ritual Committee.
- Lead or co-lead monthly Tot Shabbat and Family Services.
- Provide "on-call" and pre-arranged coverage for Rabbi when requested for life-cycle events, worship and community events.
- Will provide rabbinic coverage during Rabbi's sabbatical. Specific details of such coverage to be negotiated.
- Serve as ex-officio member of the Board.