



The
**Association of
Reform Jewish Educators**
Since 1955

633 Third Avenue | New York, NY 10017-6778

EDUCATOR SEARCH APPLICATION

RETURN ORIGINAL TO:

(Preferably by E-mail)

Rabbi Stan Schickler, RJE
Association of Reform Jewish Educators
633 Third Avenue
New York, NY 10017-6778
212-452-6510 sschickler@reformeducators.org

CONGREGATION/INSTITUTION	Congregation Or Shalom	DATE OF APPLICATION	12/21/2020
STREET ADDRESS	21 Hawthorn Parkway		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Vernon Hills, Illinois 60061		
TELEPHONE NUMBER	847.362.1948	FAX	847.362.7348
E-MAIL	info@orshalomlc.org	WEBSITE	www.orshalomlc.org
URJ DISTRICT	Midwest	DATE POSITION IS AVAILABLE	July 1, 2021
POSITION TITLE	Education Director	FULL or PART-TIME	Full

☐ **Director of Lifelong Jewish Learning (DoLJL) or Director of Lifelong Learning (DoLL)**—Responsible for oversight of virtually all education in the congregation; supervises all education and educational administration personnel
When a congregation seeks to hire a DoLJL or DoLL, it should consider how the position will be appropriately supported with additional educational **and** administrative staff, all of whom would be supervised by the DoLJL or DoLL

☐ **Director of Congregational Learning (DoCE)**—Serves in an oversight capacity of the congregational school and has other congregational education responsibilities (which may or may not include supervision in the area[s] of youth programming, adult education, early childhood, and / or other areas of education)

When a congregation seeks to hire a DoCE, it should consider how the position will be appropriately supported with additional educational **and** administrative staff, such as an Assistant Director of Congregational Education, all of whom would be supervised by the DoCE.

☐ **Religious School Director (RSD)**—Primary responsibility is direction of the religious school

☐ **Assistant Religious School Director**—May be hired to provide additional educational support to the Religious School Director

☐ **School Administrator**—Primarily responsible for administration of the school and perhaps some educational responsibilities

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

Complete Job Description will be available by Monday morning, December 28, 2020. Please post this on the ARJE placement list so that applicants will know that our job is ready.

I. DEMOGRAPHICS

	TOTAL NUMBER OF FAMILY UNITS	# OF FAMILIES WITH CHILDREN IN THE RELIGIOUS SCHOOL	TOTAL # OF STUDENTS IN THE RELIGIOUS SCHOOL	AVERAGE # OF ANNUAL B'NAI MITZVAH
THIS YEAR	387		266 (covid)	40
FIVE YEARS AGO	402		380	45
FUTURE DEMOGRAPHIC PROJECTIONS ARE		Steady and growing. We have implemented a new Mutual Membership Commitment model that has attracted new families and we believe will encourage future growth and retention of members.		

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
5	7	7	12	34	45	48	34	43	16	15	4	3	3
OTHER (specify):													

DAY CARE	N/A	PARENTS' DAY OUT	N/A	EARLY CHILDHOOD	N/A
OTHER (specify):					

HEBREW BEGINS IN GRADE	3	AND CONTINUES THROUGH GRADE	7	CONFIRMATION BEGINS IN GRADE	10
ADULT PROGRAMMING	Lay Leadership organizes adult education programs with some professional staff and clergy support			JEWISH PARENTING PROGRAMMING	N/A
CAMPS (URJ REGIONAL AND CONGREGATIONAL)	Olin-Sang-Ruby Union Institute (URJ, OSRUI)				

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sundays (two shifts) 8:45 - 12:30PM	Tu/Wed/Thr varies 4:15-8:15PM	Monthly on Sunday mornings	Monthly on Sunday mornings
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A	Significant (aprox. 30) family-centered programs offered throughout the year, often based on Shabbat and holiday observances, B'nai mitzvah seminar and family retreat opportunities	N/A
CAMP(CONGREGATION ONLY)	N/A		
OTHER (specify)			

III. PROFESSIONAL STAFF

Even if they will not be associated with the congregation next year, please list the names of all current professional staff members. Indicate if their position is full-time or part-time and their years of service with the congregation. Additional lines are provided for other staff positions, if applicable.

	NAME	FULL or PART-TIME	YEARS SERVED
SENIOR RABBI	Ari Margolis	Full	6
CANTORIAL CLERGY	Laurie Akers	Full	4
EDUCATOR	Marcia Cohen	Full	20
EXECUTIVE DIRECTOR	Lora Zygmant	Full	2
PROGRAM DIRECTOR			
YOUTH WORKER	Kevin & Alissa Horwitz	Part	14
EARLY CHILDHOOD EDUCATOR			

The performance review process is in the development stages and will be completed in partnership once the new Education Director is in place.

This will be a partnership between the Education Director, the Rabbi, & the VP of Education. The process begins with goal-setting, reflections, and formative and summative feedback. Feedback will be provided by the staff, students, and families. Professional learning and development opportunities will be provided based on identified goals, interests, and needs.

SECRETARIES/ADMINISTRATIVE ASSISTANTS	FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Part	.5
TO RABBI(S)	Full	2
Finance Director	Full	4
TO ADMINISTRATOR	Full	1

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		TEEN MADRICHIM	13
PRIMARY	4	COMPUTER	
INTERMEDIATE	8	MUSIC	1
UPPER	3	DRAMA	
BAR / BAT MITZVAH	2	HEBREW	6 small group instructors
HIGH SCHOOL / POST B'NAI MITZVAH	2	LEARNING CENTER	1 - Hebrew Through Movement
ARE THERE ANY FULL-TIME TEACHERS ?		LIBRARIAN	Volunteer
CUSTODIAL STAFF (specify full or part-time)	2 part time		

IV. FACILITIES

SANCTUARY	Yes	NUMBER OF CLASSROOMS	14
CHAPEL		ART ROOM	
LIBRARY	Yes	MUSIC ROOM	
SOCIAL HALL / AUDITORIUM	Yes	YOUTH LOUNGE	Yes
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	Yes
		EDUCATOR'S OFFICE	Yes
		COMPUTER ROOM	
		STUDENT LEARNING CENTER	
OTHER (SPECIFY)			
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ? N/A			

AGE of BUILDINGS:	SANCTUARY	12	SCHOOL	12	OFFICE AREA	12
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If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.
N/A

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in		1977	and became a member of the URJ (UAHC) in		Aprox. 1980
The Shabbat prayer book used is		Mishkan T’Filah			
The High Holy Day <i>machzor</i> used is		Mishkan Ha’Nefesh			
Has the Religious School received ARJE Accreditation ?		Previously	If yes, in what year ?	Decided not to renew accreditation while we are involved in our J2/Hebrew Through Movement and other significant transformations are being implemented.	

What are the three primary goals of your congregation/institution?

- To engage our community in meaningful experiences and diverse opportunities that strengthen Jewish identity
- To enrich the lives of our members through spiritual, educational, social, and social action programs
-

What are the congregation's/institution's strengths?

- Our inspirational, caring, thoughtful, and engaging Rabbi
- Our diverse, down-to-earth members
- Participation in Jewish Camping (especially OSRUI) that builds and supports strong Jewish Identity

What are the strengths of your educational program?

Our mission, vision, and tenets

Choice opportunities for families

- Our family school program
- Ongoing professional learning
- High School Participation (Madrachim/Confirmation/L'Taken)

What three qualities in your Educator are most important to the congregation/institution?

- Creative
- Caring
- Flexible

The three most important priorities of the congregation/institution's Educator should be:

- Good partner for Rabbi, and staff
- ability to listen, learn, ask questions, reflect
- Flexibility to meet the ever-changing needs of students and their families

The single most important thing an Educator needs to know about the congregation/institution is:

- We are humble, relational and a true community

The three most important issues facing the congregation/institution in the next five years will be:

- Developing a unique membership design
- Creating Jewish Journeys that are personal
- Find unique partnerships that value diversity

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	Yes
On what date will the current educator relinquish his/her position ?	June 30, 2021

VII. COMMUNITY ATTRACTIONS

General population of location	Vibrant NW Chicago Suburb	Total Jewish population	Significant
JEWISH INSTITUTIONS IN AREA			
JCC	Yes		
Federation	Yes, Jewish United Fund / Jewish Federation of Metropolitan Chicago		
Jewish Family Service	Jewish Children and Family Services (JCFS)		
Central Jewish Education Agency	JUF and Board of Jewish Education		
Jewish Day School (which grades) ?	Solomon Schechter - Chicago Jewish Day School		
Other			
Majority of members' children attend public school, private school, or Jewish day school ?	Public		
Colleges, universities and music conservatories in the area include	Northwestern University, University of Chicago, University of Illinois Chicago, College of Lake County, etc.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Everything, we have it all. Downtown Chicago & Downtown Milwaukee both very easily accessible with so much to offer, including professional sports, theatre, world-renowned museums, and restaurants.		

VIII. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. The "Proposed Salary" section should read, for example, "\$60,000-\$70,000" or "the minimum salary base is \$60,000" or "the maximum salary is \$80,000." PLEASE **DO NOT** WRITE "negotiable", or "open," or "not yet determined" with no numbers included. **Without this information, your position will not be included in the ARJE's placement listings. It is also highly recommended that you NOT list remuneration as a "package."**

PROPOSED SALARY or SALARY RANGE	\$70,000 - \$90,000
Percentage of pension (RPB) in addition to salary (15% recommended)	15%
Length of original contract (two years recommended)	2

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	**	Moving Allowance	**	Books & Periodicals	**	Sabbatical	
Major Medical Insurance	**	Professional Dues	**	Congregational Membership	**	Cell Phone	600
Dental Insurance	**	ARJE Conference	**	Religious School Tuition	**	Laptop Computer	
Long Term Disability Insurance		URJ Biennial	**	Early Childhood Tuition		Israel Trips	
		Regional URJ Gathering					
Other (please specify)	** All items with a double asterisk are subject to negotiation with reference to ARJE guidelines						

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	Likely
If "YES" please indicate which one and the title by which it is being listed	JewishJobs.com

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will	
A	In keeping with the high ideals of Reform Judaism, not exclude a candidate from consideration based on age, gender, sexual orientation or marital status;
B	Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
C	Reimburse all travel and related expenses for an Educator invited for an interview;
D	Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled <i>GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS</i> ("The Blue Book"), as adopted and recommended May 1988 by the Board of Trustees of the Union of American Hebrew Congregations, the Central Conference of American Rabbis, and the National Association of Temple Educators;
E	On acceptance of the contract and/or letter of intent by both the congregation/institution and the Educator-Designate, forward a copy of the contract and/or letter of agreement for the files of the Placement Service, ALL files being confidential.
F	NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.

Name of person completing this form and position in congregation / institution	Jeremy Seaver, Executive Vice-President, Congregation Or Shalom Dale Truding, Education Vice-President, Congregation Or Shalom
Signature	

CO-CHAIRS OF THE EDUCATOR SEARCH COMMITTEE

NAME	Dale Truding & Jeremy Seaver	POSITION	Education VP & Executive VP
STREET ADDRESS	21 Hawthorn Parkway		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Vernon Hills, Illinois 60061		
TELEPHONE NUMBER	847.362.1948	FAX	847.362.7348
E-MAIL	educationsearch@orshalomlc.com or orshalom@orshalomlc.org		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
educationsearch@orshalomlc.com or orshalom@orshalomlc.org			
dtruding@me.com and seaver18@gmail.com			

IF THE CONGREGATION/INSTITUTION HAS A MISSION STATEMENT,
PLEASE ENCLOSE A COPY

Congregation Or Shalom welcomes all who embrace Judaism and want to explore opportunities for meaningful spiritual, cultural and social engagement. Through shared experiences, Congregation Or Shalom fosters lasting relationships that connect us as an extended family.

We are an inclusive and diverse community that respects individual expressions of belief and practice. Interfaith families are warmly welcomed. Together, we continually discover how Judaism enriches our lives and helps us make the world a better place.



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Learners' Jewish Journeys (J²) at Or Shalom

Mission

At Or Shalom we guide our learners' Jewish Journeys (J²) by nurturing and inspiring, as they build spiritual resilience and community connections needed to navigate the world of today and tomorrow.

Vision

Through learning in a joyful, inspirational and supportive environment, Or Shalom learners experience Judaism as personal, relevant and engaging.

Strategies to Accomplish Mission and Vision

The J² philosophy provides choices and opportunities which deepen our learners' Jewish Journeys by:

- **Inspiring** big questions, wrestling with ideas, problems and solutions that allow them to grow, even when faced with failure.
- **Guiding** them to apply Jewish values to the ambiguities and complexities of our learners' immediate concerns.
- **Nurturing** self-confidence to navigate an increasingly volatile world.
- **Connecting** us through community, shared language, history and values.

Our nine CANDLES: The tenets of J² Teaching and Learning

- **Choose:** Expressing one's Jewish Journey through choice in the learning process through multiple learning experiences.
- **Ask:** Asking big questions to expand our understanding.
- **Wrestle:** Wrestling with the values of Judaism to ground our moral compass.
- **Connect:** Connecting ourselves to a supportive, nurturing community that fosters a sense of belonging.
- **Repair:** Forging a better world through acts of *Tikkun Olam* (healing our world), *Tzedakah* (justice) and *Chesed/G'milut Chasadim* (acts of loving kindness) while gaining the confidence to do so.
- **Identify:** Identifying and Sharing language, rituals, tefilah (prayer), history, stories and traditions to bind us in a relationship with one another, and with our people, through our shared culture.
- **Live:** Applying middot (Jewish values) to identify problems and seek solutions that help us live in and navigate the VUCA (Volatile, Uncertain, Complex, Ambiguous) world.
- **Reflect:** Ongoing documentation and reflection of each learner's J² to ensure the learning is visible and memorializes moments of intellectual, moral and Judaic understanding.
- **The Shamash Candle is the learner:** The individual creates brighter light with each of these candles, and each of these candles brightens the light of the learner.

Introduction to the Role of Director of Education at Congregation Or Shalom, Vernon Hills, Illinois

The Director of Education at Congregation Or Shalom in Vernon Hills, Illinois, under the leadership of Rabbi Ari Margolis, will be future-focused and embrace our mission, vision, and tenets for Jewish learning that have been thoughtfully designed over the past four years. The director will demonstrate the intelligence, skills, habits, attitudes and drive to successfully lead learning journeys in a PreK-12 Jewish learning environment in an ever-changing world.

The qualities we are seeking in a candidate are based upon mindsets. Mindsets are deeply held beliefs, attitudes and assumptions we create about who we are and how the world works.

If the mindsets the Or Shalom community embraces are aligned with your values, we would be honored to accept your application.

Relational Mindset

“What do I seek from you? I seek no more than that you love one another and honor one another; and that you have *yirah* (awe and fear) for one another.” -Tanna de Bei Eliyahu Rabbah 26:6

The Education Director models what it means to have a Relational Mindset by demonstrating joy, optimism, openness, inclusivity, genuine caring, empathy and a communal spirit by:

- Valuing each child's individuality, unique gifts and creating opportunities for all children to find their passions and thrive.
- Facilitating meetings with each family to actively listen and learn about their hopes.
- Facilitating meetings with each teacher and team of teachers to listen, learn and set joint goals.
- Helping all students feel connected to other students and Or Shalom, recognizing that some may need more connecting experiences.
- Establishing ongoing focus groups with students to brainstorm, listen, learn, ideate and design.
- Partnering with the education committee and the VP of Education to plan, implement and reflect on all learning experiences.
- Sharing responsibilities with others to be inclusive and to build the capacity of others.

- Bringing an active voice and a spirit of collaboration to senior leadership meetings and staff meetings.
- Planning all events with relational activities as a tenet that is always incorporated. It is the underpinning of our beliefs.
- Supporting, with commitment, all joint decisions.
- Asking for support when needed and giving support to colleagues, without being asked.
- Solving problems through a human-centered lens, meeting the needs of the students and the members, supporting their voices and offering choices.
- Requesting ongoing feedback from all stakeholder groups.

Resilient Mindset

This prepares us to bounce back from challenges and prepares us to succeed in a world full of unknowns, as reflected in a growth mindset. “The righteous person falls seven times, and yet rises up again.” – Proverbs 24:16

The Education Director models a Resilient Mindset by:

- Building a nimble organization that constantly weaves in sustainability and resilience to better serve our members.
- Demonstrating language and actions that turn problems into opportunities.
- Viewing yourself as a “work in progress” and looking forward with optimism and openness.
- Pushing the boundaries of your comfort zone.
- Modeling curiosity, experimentation, and tapping into your own intrinsic motivation.
- Constantly refreshing skill sets, at a speed that is faster than ever before.
- Navigating tension by appreciating its value and realizing that people bring different views, life experiences and visions, and working to bring all involved to a place of deeper understanding.
- Believing that diversity needs to include all types of differences.
- Adapting an iterative mindset, asking better questions, practicing self-reflection and compassion.
- Finding joy and having fun!
- Modeling the power of building on the ideas of others and/or helping to generate options to nudge people to work together.
- Finding work energizing and appreciating the fast pace.

Leadership Mindset

Leadership is doing the right things. Leadership sets direction to produce positive change, the experience of which will not always be predictable or orderly.

Leadership aligns people around a shared vision and invites others to discover themselves on the journey, which often disturbs the way people are organized.

Leadership motivates so that people feel purpose, belonging, autonomy and inspiration. “Leadership demands two kinds of courage: the strength to take a risk, and the humility to admit when a risk fails.” – Rabbi Jonathan Sacks, commentary of Vayikra.

The Education Director models a Leadership Mindset

by:

- Envisioning, with clergy, senior leadership, the education committee, and at times the Board of Directors, Jewish milestones in the life of a child, pre-K through high school graduation and what the milestones will look like, sound like and feel like each year so that each unique group of learners and families can discover why these moments matter.
- Empowering others to lead.
- Understanding that change requires momentum and moderation at different points in the journey.
- Experimenting with new ideas.
- Demonstrating courage, which means taking that first step, without knowing whether or not you are going to be successful.
- Encouraging people to come up with radical new approaches, potentially scaling the new model to a point where it can dramatically influence the current organization.
- Hiring people with different backgrounds, perspectives and experiences who believe in, and can activate the vision, mission and tenets of Or Shalom’s educational programming.
- Developing professional learning that is future-focused, ongoing and supports inquiry, design, and student-centered instruction.
- Setting goals as a staff, as well as with individual teachers and monitoring those goals through ongoing formative and summative assessments throughout the year.
- Asking the question, “Does this moment call on me to manage or to lead?”

Managerial Mindset

Management is doing things right. Management organizes people to enable them to work effectively and efficiently. “For the task is too heavy for you; you cannot do it alone . . . [let] them share the burden with you. . . you will be able to bear up; and all these people too will go home unwearied.” - Yitro from Exodus 18:18,23

The Education Director models and implements strong Management Mindset skills by:

- Facilitating plans, scheduling and developing budgets to achieve predictable and orderly results.
- Solving problems to assist others in their daily work.
- Delegating, with support, when appropriate.
- Thinking through scenarios from start to finish, visualizing each detail that needs to be completed.
- Being the first in the room and the last to leave at an event that was under your purview, whenever possible.
- Setting the stage with clarity and understanding so that others can carry out the various functions.
- Developing written materials regarding, but not limited to: registration, tuition, budgeting, board reports, enrollment, communication, safety procedures, marketing, staffing needs and celebrations.

A Learning Leader Mindset

Learning Leaders dedicate themselves to a lifetime of learning. They find new inspiration and insights through their continuous thirst to learn. They make inquiry, investigation and professional curiosity a way of life. Leadership and learning are indispensable to each other.

The Education Director models and implements a Learning Leader Mindset by:

- Asking intelligent questions.
- Distinguishing easy solutions from the impactful ones.
- Honing personal leadership skills for a future that will require new approaches.
- Assessing what is important and focusing on learning it quickly.
- Valuing life-long learning as a continuing educational process and making a plan for personal and professional growth.

Major Responsibilities of the position of Or Shalom Education Director

This list includes the major responsibilities related to the position. The responsibilities will be ever-changing, based upon needs, wants and future-focused planning.

The full-time Or Shalom Education Director will plan, organize, administer and supervise the operations of all aspects of our pre-K-12 Jewish Journeys (J²) Religious School and help actively recruit new families.

Day to Day Operations:

- Oversees all aspects of day-to-day programming with intentionality, confidence, calm, joy and focus on the learners and families we serve.
- Demonstrates the qualities of a highly organized, self-starter who is able to manage multiple projects concurrently.
- Exhibits the capacity to be flexible regarding when and where events are scheduled to meet the needs of Or Shalom's students and families.
- Develops, implements and manages the budget and the daily, weekly, quarterly and yearly logistics needed to implement the J² religious school each and every week.
- Ensures a welcoming, safe and clean environment for students.
- Maintains a climate that attracts, keeps and motivates a diverse and highly qualified staff.
- Sets goals with teachers and students and monitors them regularly in partnership with the teachers and students/families.
- Thinks creatively in all areas; including, but not limited to logistics, budget, communication, professional learning, hiring, and classroom management.
- Balances opportunities for online, experiential and in-person learning.
- Monitors and regularly assesses each teacher's ongoing performance using a clearly defined rubric based upon the implementation of our vision, mission, tenets and CANDLES.
- Remains current on all new crisis and emergency protocols, based upon Lake County Health Information, Vernon Hills Police and Fire, URJ, etc.
- Documents and stores student artifacts in an electronic portfolio that will chronicle the journey of each learner PreK-12.
- Applies for grants that will enhance the J² religious school, health, safety and welfare.
- Creates a protocol for monitoring and assessing student success using various aspects of *Onward Hebrew*.

- Facilitates the robust Madrichim program and other youth programs, with the support of the youth program advisor(s).

Decision Making:

- Focuses on what is best for each child.
- Bases decisions on their congruence with our J² vision, mission, tenets and CANDLES.
- Researches new resources and techniques to improve teaching and learning.
- Interviews and hires all personnel for the J² model.

Communication:

- Demonstrates excellent oral and written communication skills, including media fluency.
- Manages all J² communications through all relevant channels and creates a communication schedule to ensure that this occurs.
- Develops creative marketing strategies to promote the J² religious school.
- Proofreads all communication sent by teachers, J² committees, youth groups and students.
- Writes education reports for board meetings.
- Communicates with the Education Committee chairperson bi-weekly, and with the entire committee monthly.
- Chronicles J² events through photos, videos, etc.
- Writes for the *Shofar* (Or Shalom's update to congregants) regularly and invites guest authors.
- Leads with kindness in all interactions.

Partnerships

- Partners with the J² Education Committee as it tests new ideas, gives feedback and develops members as J² ambassadors.
- Attends and actively participates in senior staff meetings, Education Committee Meetings and monthly Board of Directors' meetings, and job alike meetings with area Congregation Education Directors.
- Supports the work of all committees, emphasizing Social Action.
- Coordinates many of the tasks and learning experiences needed to prepare children for B'nai Mitzvah and Confirmation.
- Facilitates, with clergy and staff. the planning and implementation of children/family services throughout the year, Yom HaShoah, etc.
- Plans for the Purim Carnival and other student-related events with various committees.

- Organizes and facilitates J² events and partners with other committees or outside groups to facilitate community events.

Professional Learning

- Attends conferences to gain knowledge on current educational trends.
- Sends out articles, podcasts, etc. that are relevant to staff and families.
- Facilitates ongoing staff meetings, which focus on professional learning, teacher interests and specific needs.

Benefits

- Competitive salary
- Medical and Disability Insurance
- Retirement Plan
- Professional dues and conference budget