

Temple XXXX
Religious School Principal

Come help shape the future of Jewish education! The Religious School Principal is a creative, thoughtful and enthusiastic professional, responsible for connecting with Temple XXXXX's children, teens and families through high-quality, innovative PK-12th grade educational programming. The Principal reports to the Director of Congregational Learning (DCL) and is the primary professional responsible for the day-to-day operations of the Religious School. As a senior member of our education team, the Principal will have the opportunity to collaborate with clergy, faculty, professional staff, lay leaders and community partners to build dynamic and engaging Jewish learning experiences.

Core Responsibilities:

Creativity and Vision

The Principal will collaborate with the DCL to develop and execute the congregation's vision for its PK-12th grade education programs.

Curriculum Development and Implementation

In partnership with the DCL, the Principal is responsible for the design and execution of Judaic and Hebrew curricula for PK-7th grades. Effective implementation of the curriculum will include: researching available resources; preparing teacher guides and other materials; ordering and organizing textbooks and other supplies; reviewing all teacher lesson plans and providing feedback on both Jewish content and pedagogy; coordination of classroom technology; planning and scheduling of specials, *chugim* and Hebrew Through Movement classes; and designing and administering student assessments.

The Principal will collaborate with the Religious School faculty, staff and lay leadership to develop and implement experiential education offerings. These may include field trips, grade-level programs, family education programs, holiday programs, and milestone events such as Consecration, Confirmation and Graduation, both during religious school hours and on Shabbat and Holidays.

Teacher Supervision and Support

The Principal is responsible for the direct supervision of a faculty of approximately 40 part-time teachers for grades PK-12. Related duties will include: overseeing of lesson plans, parent communications and other requirements; scheduling of substitute teachers; maintenance of attendance and payroll records; support with classroom management, incident reports, absenteeism and other day-to-day issues; coordination of in-service requirements, faculty meetings and professional development opportunities; development and enforcement of policies and procedures, including fire and other emergency drills; and conducting periodic teacher observations and evaluations. Personnel decisions will be made in consultation with the DCL. The Principal will also provide support to the Youth Engagement Coordinator in the implementation of the Teacher Assistant (TA) program for students in grades 8-12.

Communication

The Principal is responsible for maintaining strong lines of communication between Helfman Religious School and its students, families and faculty. Related duties include: creating and sending regular email newsletters (including the weekly XXXX, Upper School Update, Teacher Memo and TA Memo); sending text message reminders for events; creating flyers and other printed materials; coordinating report cards and semester reports; maintaining photo archives and designing photo slideshows for events; providing content for the Temple XXXXX website and social media pages; ensuring timely school-related content in the monthly Bulletin and other congregational publications; and regular face-to-face and phone communication with parents, students and teachers.

Administration and Financial

The Principal is the primary professional responsible for the administration of the Religious School and its budget. Duties include developing the annual religious school calendar and budget in partnership with the DCL; coordinating and administering scholarship requests; organization and coding of all receipts, accounts payable and reimbursement requests; overseeing all departmental purchasing; supervising the part-time Office Assistant; and collaborating with the DCL and the Religious School Administrative Assistant to facilitate annual enrollment and class placements.

Parent Engagement

The Principal will collaborate with the DCL to develop critical resources and opportunities to engage parents as our partners in their children's education.

Other Duties:

Teaching & Learning

Serve as faculty in Wednesday night Upper School (grades 8-12).

Teach in and/or support the Tuesday/Thursday B'nei Mitzvah preparation program as needed.

Demonstrate commitment to lifelong Jewish learning through continuing personal study and professional development.

Lead by example by modeling our congregation's values and by being present at important temple events and educational milestones.

Immersive Education

Serve as faculty on the XXXX Memorial Israel Experience, a biennial four-week trip to Poland and Israel for rising 11th and 12th graders.

Collaborate with regional URJ Camp staff and other URJ camp contacts to promote Jewish camping among Religious School families. Coordinate and administer merit award camperships and need-based camp scholarships. Serve as faculty at URJ Camp XXXX, and be an active presence at year-round events and other camp-related programming, as needed.

Qualifications:

- Excited to share your passion and vision for Jewish education!
- Minimum 3-5 years experience in a leadership role in Jewish education
- Bachelor's degree in Judaic studies, education or a related field required
- Demonstrated commitment to continued education: Master's degree, MTEI and/or similar coursework strongly preferred
- Exceptional communication skills, both written and verbal
- Hebrew literacy, including the ability to teach prayer and Torah chanting
- Excellent computer skills, including Microsoft Office and Adobe Creative Suite programs, as well as ShulCloud or other database software
- Ability to work in collaborative teams
- Highly organized self-starter, able to manage multiple projects concurrently
- Ability to work a varied schedule including nights and weekends
- Flexibility and sense of humor a must!

Benefits:

- Competitive salary
- Generous paid time off (PTO)
- Medical and disability insurance
- Retirement plan
- Professional dues and conference budget

To Apply: Send your resume and cover letter via email to XXXXX@XXXXX

Temple XXXXX is a Reform synagogue of over XXXX members families in XXXXX, near XXXXXXX. Our Religious School has a student body of approximately 450 students in grades PK-12.

Our educational mission is to offer an innovative, experiential, and compelling religious educational program for children to learn about Judaism and develop their own sense of Jewish identity.

6/21/19

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