

Temple XXXXX is a vibrant and inclusive Reform Jewish community that values warm welcome, meaningful relationships, and inspirational personal growth. We are a congregation where learning, prayer, and deeds help to transform people's understanding of themselves, channel the power of community, and inform our responsibilities to the world.

--From Temple XXXXX's Core Purpose and Mission

The Director of Lifelong Jewish Learning (DLJL) is the visionary leader of lifelong learning at Temple XXXXX from tots to adult; the curricular, administrative and educational leader of a vibrant religious school, and the supervisor of three part-time roles: Youth Advisor, Hebrew High Director, XXXX Program Teacher.

We seek an educator who has experience in and a passion for Reform Jewish education and congregational life, who thinks creatively, and who will be a full partner with our team as we consider global changes to our education and engagement initiatives for our diverse congregation. The ideal candidate will also share our aspirations for education and engagement efforts that reach across the generations to excite, challenge, and enrich all our members.

The initial primary focus of the position is youth, family education, and engagement. This person will be a member of the senior staff leadership team, and of our congregational engagement team. If this person is a member of the clergy, they will be a full member of the clergy and pastoral team. We intend for this position to evolve to include leadership responsibilities for our adult education program.

We are interested in both ordained and non-ordained applicants. A master's degree in Jewish Education or a Master's in Education is required as well as a minimum of five years of full-time related experience.

Professional responsibilities of the Director of Lifelong Jewish Learning:

- **Religious School:** The initial and primary duty of the Director of Lifelong Jewish Learning (DLJL) is to serve as the leader of the Religious School. In that role, this person will supervise the administrative staff and represent the Religious School in any community programs and planning. S/he will also recruit, train, and lead the faculty who teach our students. The DLJL 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. S/he will also oversee our relationship with XXXXX, our joint program with Congregation XXXXX (Conservative) for students with special learning needs and developmental disabilities.
- **Early Childhood:** The DLJL will help lead our relationship with the XXXXX Jewish Preschool, which is a separate school, housed in the same building as our religious school. We expect a strong partnership between the organizations and want to integrate the preschool with the larger programs at the temple. We also strive to coordinate a successful transition for our youngest learners into the religious school. The DLJL serves as ex-officio for the XXXXX Jewish Preschool.

- **High School:** The DLJL will co-supervise our part-time Director of the community Hebrew High School. The Hebrew High School is co-owned and operated between Temple XXXXX and Congregation XXXXX (Conservative). We expect a strong partnership between the organizations and want to integrate the Hebrew High School with our youth-engagement efforts.
- **Youth and Informal Education:** The DLJL will directly supervise the part-time Youth Advisor and an administrative assistant and work closely with a member of our clergy team to develop and help ensure a comprehensive, integrated temple experience for our youth. We hope to build our youth retreat and travel opportunities and seek a partner with the experience to help us do so.
- **Adult Learning:** The DLJL will work collaboratively with the engagement and adult education lay leaders and senior staff leadership team to help develop and deliver an inspiring and cohesive adult education program and curriculum. The DLJL will have the opportunity to teach adults as well, working with clergy, staff, lay leadership, and guests to build a congregational curriculum, especially for our vibrant small-group initiative known as XXXXX
- **Pulpit and Pastoral:** If ordained, the DLJL will be a member of our clergy and pastoral team. Pulpit, worship, lifecycle officiation, and pastoral responsibilities will be determined with the senior rabbi, in partnership with the clergy team, and in keeping the significant responsibilities of the position in balance.
- **Organizational Responsibilities:** In our congregation, the DLJL will need the organizational and personal skills to manage a staff, a large number of part-time teachers, a committed corps of volunteers, and prepare and manage departmental budgets. We are looking for a community builder and team player rather than a top-down leader. We also want a leader who can understand, advocate for, and abide by Federal and State laws, along with appropriate Human Resource guidelines in all interactions with youth and staff
- **Institutional Responsibilities:** As a member of the senior leadership team, the DLJL will report directly to the Senior Rabbi. The DLJL is the professional liaison to the Religious School Committee and will be called on to consult with other relevant committees, including the Adult Education Committee and XXXXX lay leaders. Reflecting the desire for education to play an integral role at the temple, the DLJL will always be welcome to attend meetings of the Board of Trustees and the Executive Committee.

Director of Education Job Description Congregation XXXXXXXXXXXX

The Director of Education is a member of Congregation XXXXXX's senior staff. We are a large and dynamic Reform Jewish congregation, whose education programs including Jewish identity and knowledge, prayer and B'nai Mitzvah, social justice, Hebrew, Israel programming and more. The Director of Education is our primary educational leader towards addressing all these areas. The position's main focus is on Youth Education but is involved in all congregational educational offerings.

The Director of Education reports to our Senior Rabbi, and collaborates with the other clergy, the Executive Director, other staff, and lay leaders (including the chair of the Religious School Advisory Committee). The Director of Education supervises the Assistant Director of Education (currently focused on post-B'nai Mitzvah programming), Administrative Assistant (20 hours a week), and part-time faculty. Depending on their prior experience, the Director of Education may either supervise or support the Director of the congregation's Early Childhood Center.

Primary Areas of Responsibility:

- Build relationships with families, children, faculty, and other members of our congregational community.
- Embrace the Congregation's Reform Jewish vision and goals.
- Oversee all aspects of the Congregation's Youth Education program (including Sunday mornings and other opportunities) on all levels, including but not limited to: vision, curriculum, faculty, calendar, facility utilization, budget, recruitment and retention.
- Recruit, hire, guide, evaluate, and retain highly qualified and kind faculty.
- Maintain the Congregation's flexible and creative approach to Youth Education, while continuing to develop innovative offerings and curriculum.
- Oversee Hebrew education (currently utilize Onward Hebrew) and, with cantors, collaborate on B'nai Mitzvah program.
- Manage, in coordination with the Controller and Budget Committee, the financial aspects of Youth Education and Adult Education, such as budget, faculty compensation, reporting to the Congregation bookkeeper for payroll and other expense, etc.
- Encourage Jewish camp and Israel trip attendance.
- Develop Family Education programming.
- Communicate with parents and faculty.
- Coordinate and develop the Congregation's adult education opportunities, together with clergy.
- Collaborate with other congregations, educators, and Jewish organizations.
- Attend and participate in congregational meeting as requested. Interact with the Religious School Advisory Committee.

Qualifications:

Previous youth education leadership required.

Masters Degree preferred

Open-minded, friendly, collaborative attitude a must.

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- Enlisting and engaging volunteers
- Participating in the staff team's development of the annual calendar
- Attending monthly senior staff meetings
- Attending monthly board meetings
- Representing the Jewish educational community by sitting on local boards and councils
- Establishing and maintaining collaborative relationships with the community at large to facilitate continued growth in school enrollment and Temple membership

Qualifications

- Recognized teaching degree - a Master's Degree in Jewish Education or a Master's in Education is preferred
- Minimum of three to five years of related experience and a background in Reform Jewish education
- Strong commitment to, and knowledge of, Reform Judaism, Hebrew, Jewish life and culture
- Dynamic leadership skills to inspire participation from a diverse constituency of congregants and families with a variety of goals and priorities
- Substantial knowledge of supplementary school curriculum
- Strong and positive connection to Israel
- Strong Hebrew skills required in prayer book Hebrew
- Ability to write/adapt curriculum
- Creative and innovative
- Strong attention to detail
- Highly organized
- Strong administrative skills
- Easily builds trusting relationships
- Genuinely passionate about innovative educational practices and school leadership

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**Job Description of the
Congregation XXXX Director of Lifelong
Learning**

The Director of Lifelong Learning is an important part of the team at Congregation XXXX. The primary responsibility of the Director of Lifelong Learning at Congregation XXXX, is to be an educational visionary – setting out, in cooperation and collaboration with the Senior Rabbi and lay leaders - the educational vision and educational philosophy for Congregation XXXX. The Director of Lifelong Learning will be supervised by the Senior Rabbi.

The Director of Lifelong Learning plays a vital role in the life of the congregation through three historic areas:

1. Beit Midrash - The Place for Meaningful Learning

a. The Congregation XXXX Religious School

The Director of Lifelong Learning will be responsible for the supervision and the running of the Religious School grades pk-12 at all our locations. These responsibilities include, but are not limited to:

1. Hiring, evaluating, and training of Religious School Faculty
2. Supervising, reviewing, managing and evaluating curricula
3. Providing ongoing staff development for teachers
4. Executing all school related programming and special events.
5. Developing and managing the lifelong learning budget
6. Representing the positive face of the religious school to students, parents, the congregation and the community
7. Evaluating students' Hebrew assessments and determining class placements
8. Supervising the Hebrew Coordinator, staff and office volunteers
9. Supervising communications of the Religious School

b. Adult Education

The Director of Lifelong Learning will be responsible for the coordination of all adult educational efforts, including, but not limited to:

1. Creation of new offerings
2. Promotion and marketing of offerings
3. Collaboration and coordination of planning with lay leaders
4. Young Adult programming

c. Youth, Young Adult and Young Family Education

The Director of Lifelong Learning will be responsible for the planning coordinating, facilitation and promotion of the youth, young adult and young family programs that are in addition to those as part of the Religious School curricula. These efforts include but are not limited to:

1. Supervising the Youth Advisor
2. Meeting regularly with volunteers
3. Leading monthly Shabbat dinner
4. Leading Congregation XXXX program
5. Working with Congregation XXXX program

2. Beit Tefillah - The Place for Meaningful Worship

The Director of Lifelong Learning can fulfill rabbinic duties and responsibilities as assigned by the Senior Rabbi. These duties might include, but are not limited to:

1. Pastoral care
2. Leading worship
3. Teaching
4. Munchkin minyan
5. Officiating at life cycle events
6. Holiday programming
7. Organizing, leading congregational trips
8. Attending Temple board meetings and retreats
9. Attending and participating in congregational events, or as a liaison to outside events on behalf of Congregation XXXX

3. Beit Kneset - The Place for Meaningful Gathering

The Director of Lifelong Learning will be a representative of Congregation XXXX in the following ways:

1. In the community at organizations such as the JCC, AIPAC, BBYO, Religious School Directors, URJ Camp XXXXX and others.
2. As the staff liaison to the Lifelong Learning Council
3. As the staff liaison to the Religious School committee
4. Other committees as assigned by the Senior Rabbi or the President
5. Supporting and assisting in Temple Board of Trustees initiatives including fundraising, membership recruitment, retention, engagement and enrollment

XXXXX Congregation

The Director of Lifelong Learning (DoLL) will work closely with teachers, staff, parents and other congregants. Under the supervision of and in partnership with the Senior Rabbi, the DoLL will provide a vision, leadership and oversight of learning at XXXXX Congregation, with specific responsibility for Religious School education, as well as Youth, Family and Adult programming that integrates learning into every aspect of synagogue life.

DoLL will be responsible for:

- Management and supervision of religious school: including (but not limited to) hiring; program and teacher evaluation; team building/continuing education of teachers; preparing the school calendar and schedule of activities; preparation and administration of the school budget; and development and evaluation of the curriculum on an ongoing basis in consultation with the Senior Rabbi and/or Religious School Committee
- Facilitation of religious services involving youth and religious school students as well as Participation in the B'nai Mitzvah Program, in coordination and consultation with the clergy team
- Supervision of the Youth Program: working with the part-time Youth Advisors and Youth and Family Committee to integrate youth activities with religious school and other synagogue programs; supporting teen youth engagement in NFTY; and continued development of outreach to college students
- Developing and implementing active learning opportunities for adults, families, and community members

Desired Areas of Expertise:

- Master's in Jewish Education and RJE certification or equivalent degrees
- The organizational and management skillset to cooperatively implement and develop curricula and educational programming based on knowledge of best practices and pedagogy in Religious School education
- Familiarity with Hebrew prayer-focused curricula such as Mitkadem Curriculum (or similar)
- LEADERSHIP
 - Ability to recruit, supervise and mentor successful faculty, staff and volunteers
 - Literacy in skills necessary to motivate youth leaders
 - Ability to work as part of a team with staff, clergy and lay leadership
- CREATIVITY
 - Ability to create and promote multiple venues of engaging learning, both formal and informal, for a diverse community of students, teachers, parents and staff
 - Engaging, creative and charismatic approach to joyful education

- PREVIOUS EXPERIENCE
 - in classroom management, teacher supervision and teacher training
 - in implementing adult education programming
 - with Jewish Camp (as a camper, counselor, administrator, etc.)
 - with Hebrew instruction
- PRACTICAL SKILLS
 - Excellent oral and written communication skills, including social media fluency
 - Financial literacy including ability to read, create and adhere to a budget
 - Competence with educational and office technology

the Congregation will offer:

- Competitive Salary and generous benefits: Starting at \$82,000 per year, plus 15% pension, health insurance
- Relocation Benefits
- Three year contract

POSITION DESCRIPTION

Position Title: Director of Education
Employment Status: Exempt
Reports to: Senior Rabbi

GENERAL OVERVIEW:

The Director of Education oversees all aspects of the Religious School and High School, in addition to family and intergenerational education/programming, in accordance with the policies, goals and objectives of the Board of Directors. In this position, the Director of Education:

- Implements and carries out the policies and programs approved by the Board of Directors.
- Ensures a smooth and orderly operation of the Religious School and High School.
- Collaborates and works closely with Senior Rabbi, Board of Directors, Board Education Vice President and the Religious School Committee in the development of Religious School programs and curriculum.
- Ensures adherence to Temple XXXXX's vision for education. Provides leadership in developing educational programs. Works collaboratively with the Senior Rabbi and Senior Staff on current and new educational programming and strategies that are beneficial to Temple XXXXX. Ensures that the organization has a long-range educational strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Reports regularly to the Senior Rabbi and Board of Directors on the status and activities falling under the scope of the Director of Education.
- Provides sufficient data to enable Senior Rabbi and Board of Directors to make informed decisions on educational matters.
- Is present at all major synagogue functions.
- Maintains a working knowledge of significant developments and trends in Jewish life in congregations and through the URJ, the ARJE, and HUC-JIR.
- Works towards ensuring a warm, positive relationship with children and families.
- The Director of Education will be part of Temple XXXXX's educational team, along with the senior rabbi, Program Director and Early Childhood Education Director.

SPECIFIC RESPONSIBILITIES:

Essential duties and responsibilities include the following:

Educational Programming

- Design, organize, coordinate, and supervise academic instruction and educational programming for children and teens.
- Generate ideas and design, develop, implement, and review all curricula and programming, including extracurricular programming and enrichment activities, for Religious School/High School grades kindergarten through 12.
- Develop programs, organize, coordinate, and supervise school and family camps and retreats.
- Work with lay leadership and staff to determine educational objectives.
- Work with the Religious School Parent Committee, High School Committee, and other appropriate committees. Attend meetings and assist chairs in setting meeting dates, and preparing agendas and board reports. Execute tasks agreed upon with committee. Work with other Temple XXXXX committees and affiliates as appropriate.
- Teach in high school program, Confirmation class, and adult education as appropriate and schedule/time permits. Lecture and conduct workshops and seminars for parents and families.
- Develop a comprehensive and well-defined program of family and intergenerational education.
- At times, participate in group meetings/classes with b'nai mitzvah families. Track students' Hebrew progress.
- Develop programs that allow children of all abilities and learning types to participate in synagogue life.

Educational Management

- Provide ongoing, consistent written and oral communication with parents, written and oral. Make regular presentations to parents on topics related to the school, education, and Jewish parenting.
- Project enrollment for the Religious School/High School.
- Develop, maintain and update Religious School Handbook and other policy materials.
- Determine registration procedures in consultation with appropriate stakeholders.
- Develop schedules for classes and programs.
- Ensure all marketing materials, forms, packets, etc. are consistent with Temple XXXXX graphic and presentation standards.
- Supervise all administrative functions related to the Religious School/High School, e.g., registration, scheduling, classroom placement of teachers and students, etc.
- Develop and manage purchasing procedures for textbooks, resource materials, equipment, supplies, and other school-related materials. Work with staff to select and order books and materials.
- Establish procedures relating to safety and conduct of students. Provide for student guidance and help teachers maintain student discipline.
- Supervise library

Human Resources

- Project staffing needs.
- Recruit, interview, and determine the selection, promotion, retention or dismissal of all Religious School/High School personnel, in accordance with established protocol.
- Directly supervise all Religious School/High School teachers, personnel, office staff, and librarian. Work with staff to facilitate professional competence.
- Conduct performance evaluations in accordance with established policy.
- Conduct faculty meetings.
- Provide substitute teachers or arrange other programming when teachers are absent.
- Provide in-service training for teaching staff.
- Maintain a climate that attracts, keeps and motivates a diverse high-quality staff.

Financial/Business Management

- Prepare and administer the Religious School/High School budget and library budget in consultation with the Executive Director and/or Director of Finance.
- Prepare periodic reports on enrollment statistics and overall school performance.
- Supervise total administrative function, which includes task delegation, records, public relations, publicity, and payroll, in accordance with established administrative policy.
- Ensure proper billing and collection in accordance with established procedure.

Congregational Responsibilities

- Consult with Senior Rabbi to develop educational philosophy.
- Communicate educational philosophy.
- Participate in senior staff meetings.
- Promote and present “face” of the school to Temple XXXXX members, prospective members and the community at large. Update and maintain current information on congregation’s Web site and e-mail blasts. Write/coordinate school-related press releases, articles, and publicity for Tidings and community newspapers, magazines, etc.
- Work with synagogue committees and affiliates as appropriate.
- Participate in ongoing congregational activities, celebrations, functions, and programs. Attend and participate in family Shabbat services, b’nai mitzvah services, holiday and other services as appropriate and time permits.
- Organize and coordinate with clergy special events held to recognize students’ and teachers’ achievements or to celebrate special events in school, e.g., Consecration, Confirmation, graduation, family Shabbat services, teacher appreciation Shabbat, etc.
- Provide guidance to congregants in area of education and family relationships.
- Supervise congregational library.
- Coordinate and supervise monthly grade-level Shabbat services and family dinners/Oneg Shabbat receptions.
- Represent Temple XXXXX in community educational activities and in community and national organizations.
- Help to recruit for Jewish summer camps.
- Be present at all major synagogue functions.

- Maintain a working knowledge of significant developments and trends in URJ, AJRE, congregations and Jewish learning.

WORKING RELATIONSHIPS:

- Reports to Senior Rabbi
- Regular interface with Executive Director
- Supervises Director of Religious School Programs, Office Manager and Youth Director, and Religious School faculty
- Works closely with Board Education Liaison and Board of Directors
- Member of Senior Staff Team
- Represents Temple XXXXX within both the Jewish and general community
- Serves on committees and tasks forces as deemed appropriate

CORE COMPETENCIES:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of Temple XXXXX. Can teach those values to others. Leads his/her leadership team to identify unique educational mission and vision, including identifying new programs (strategies, initiatives, etc), which are in line with the mission and vision of the synagogue.
- **Interpersonal skills:** Demonstrates the ability to lead others. Demonstrates skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. When appropriate, holds others accountable in a productive, constructive and kind manner.
- **Team Building Skills:** Guides staff in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at analysis; looks beyond the obvious.
- **Caring Community:** Promotes Temple XXXXX's commitment to building and sustaining a warm and welcoming culture. Acts as a model to staff; guides and empowers staff to engage in practices and build relationships with children, parents and congregants that support welcoming, excellent service and education, and meaningful, positive interactions.

This is an exempt, full-time position. Nights and weekends will be required. Other duties may be assigned and duties may change from time to time. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The employee is able to perform essential functions of the job with or without reasonable accommodation.

Position Overview

The Director of Education (Director), a professional Jewish Educator, is a member of Congregation XXXXX's senior staff team. The position's main focus is on Youth Education and the excellence of the Congregation XXXXX Religious School, but is involved in all congregational educational offerings. The primary responsibility of the Director is the development, implementation, and management of an innovative and engaging Religious School program for pre-K through 9th grades, Confirmation and Post-Confirmation and includes Hebrew School. There are 175 students enrolled in the Religious School.

Working closely with the Senior Rabbi, the Director has the capacity to imagine, develop and implement innovative Jewish education programs that will be intellectually and technologically rich, as well as spiritually engaging. We are seeking an individual with an enthusiastic and creative approach to Jewish education who will foster relationships with students, parents, and teachers to create a dynamic, cohesive learning community. The Director is deeply committed to the values and practices of Congregation XXXXX and Reform Judaism, and supports the deepest and widest possible Jewish exploration, learning, and commitment by our students and their families.

Areas of Responsibility

- A. The Director is responsible for planning, organizing, administering, and supervising the operation of the Congregation XXXXX Religious School.
 - a. Develops and articulates the vision, goals, and structure of the Temple's religious education program together with the Senior Rabbi, the Religious School Committee, the Temple Board, the Executive Director, the Religious School faculty, and other lay leaders such as song leaders.
 - With the assistance of the Executive Director, grows and administers the school, recognizing that the Religious School is among the important reasons why members of the Jewish community join Congregation XXXXX.
 - Develops creative marketing strategies to promote the Religious School program.
 - Helps develop, implement and manage the Religious School budget.
 - Selects and orders appropriate educational materials and supplies.
 - Coordinates use of facility for school activities.
 - Submits grant proposals for educational programming.
 - b. Conducts ongoing reviews, evaluations, and development of curriculum.
 - Includes development of special needs programming.
 - c. Hires, supervises, trains, and regularly evaluates teachers and support staff.
 - d. Communicates with parents, staff, and the Religious School Committee on a regular basis (currently via weekly Religious School emails).
 - Attends Religious School Committee meetings.
 - Attends other Temple meetings as may be appropriate.
 - e. Defines policies of admission, attendance, and educational goals, in consultation with the Senior Rabbi, senior staff team and Religious School Committee.
 - f. Assists the Treasurer and Board, as may be required, in the determination of Religious School tuition and other fees.
 - g. Willingness to explore alternative and innovative delivery methods in order for students to meet the stated educational goals.
- B. The Director is responsible for planning and organizing Jewish programs within the school curriculum that include parent/family involvement. These may include:
 - a. Monthly grade-level family education dinners.
 - b. Special Shabbat and holiday programming as it relates to the Religious School.

- c. Shabbat and other holiday service attendance that includes Religious School programs.
- d. Field trips to museums or other destinations relevant to the curriculum.
- C. The Director shares responsibility with the Senior Rabbi for B'nai Mitzvah, Youth and Teen engagement and programming.
 - a. Shares in the development of the B'nai Mitzvah preparation process; including teaching as needed.
 - b. Supervises the Youth Group Advisor, and if hired, the Youth Director.
 - c. Supports Youth programming.
 - d. Collaborate with the Senior Rabbi on curriculum and programming for 10th through 12th grades. Manage registration and communication for any high school educational trips to New York, Philadelphia, Washington, DC (L'Taken), etc.
 - e. Manages the Madrichim program including selection, training, and supervising student aides.
- D. The Director will assist the Senior Rabbi and participate with the Adult Education committee in the development and delivery of adult education programming.

Requirements

- Master's degree (preferred) in Jewish education or related field (Bachelor's degree with demonstrated strong experience acceptable).
- Graduate of recognized institute that delivers high-quality Jewish content such as HUC-JIR.
- Minimum of six years of experience in Judaic programming and classroom teaching (three years with a Master's degree).
- Association of Reform Jewish Educators (ARJE) certification or similar.
- Demonstrated ability to supervise, develop and train others.
- Ability to work collaboratively in teams.
- Strong administrative and organizational skills.
- Comfortable with digital communications and use of social media.

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