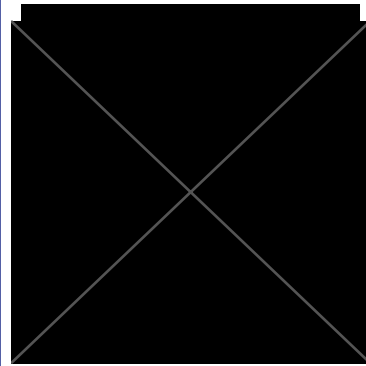


Join our team.



Simchat Torah celebration

Education Director Position Description

We welcome applicants of every background, race, ethnicity, national origin, gender identity, disability status, marital status, and sexual orientation.

Job Summary

Joining the oldest congregation in [REDACTED]'s Education Director is an opportunity to connect to a deep history and strong communal roots while also helping to lead our students and families into a strong Jewish future. The role of Education Director will have oversight capacity of the congregation's religious school and will create a culture of supplementary religious education that continues through high school and responds to every learner's background and needs. As a leader within the synagogue, they will drive and manage the growth of the religious school, ensuring that comprehensive systems are in place to encourage and support that growth. The Director will foster meaningful connections with our students and their families beginning in early childhood and continuing through high school. They will work in close collaboration with our board of trustees, executive committee, past presidents, and standing committees.



Children gather with clergy at a family service

Description of the Ideal Candidate

First, we are seeking a seasoned, hands-on educator who is invested in [REDACTED] h community and wants to have a strong presence at [REDACTED]. We seek a leader who loves to teach and mentor and can communicate a passion for Jewish education that inspires and energizes our growing community.

Second, we are looking for an innovator. The right candidate will objectively and thoughtfully evaluate our religious school from top to bottom, and then gradually refine it for this generation and the next. Supplementary Jewish education is in the midst of a

renaissance and we recognize our “competition” is not other synagogues; it is everything else that competes for our time.

Third, we are looking for a strong manager with exceptional communication and organizational skills. We want someone who knows how to hire well, lead a staff, resolve conflicts, and make hard decisions when necessary. It is critical that the educator be a team player, have strong interpersonal skills, and know how to relate to and meaningfully connect with students, parents and teachers.



Studying Hebrew together



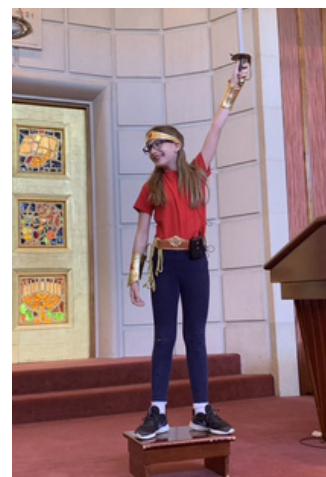
And last but certainly not least, our Education Director will partner with clergy, staff, and lay leaders as we work to become a pioneering, truly inclusive institution, and evolve to engage a more diverse Jewish population. Being welcoming is our starting point. We recognize that becoming an inclusive Jewish community is a constant process upon which we focus our lens, striving to include interfaith families, single-parent families, LGBTQ families and individuals, racially and ethnically diverse Jewish families and individuals, Jews by choice, and congregants of all abilities in all that we do and all that we are. We want someone who appreciates that our students and congregants have followed varied paths to Judaism.



Gathering in the social hall



Volunteers prepare mishloach manot



The hero of our Purim shpiel



Lighting candles at our Chanukah celebration



NFTY friends



Passover fun

Education Director Responsibilities



CURRICULUM & PROGRAMMING

- Monitor, evaluate, revise and/or create as needed curriculum for K-12 religious school (including Hebrew, Judaic Studies, Israel education, and Confirmation) in collaboration with the clergy and faculty.
 - Develop a robust family education program for the religious school, in which religious school education supplements family life and develops connections between the children and the parents.
 - Monitor, evaluate, revise and/or create as needed an inclusion program that provides accommodations for students with special needs and support for teachers serving these students.
- Introduce anti-bias education for faculty and madrichim and curriculum development on the diversity of the Jewish people.
 - Oversee the planning, implementation, and integration of family services, student-led services/Junior Congregation, confirmation service, class programs, youth group programs, holiday programs, school-wide programs, field trips, retreats, and special events in collaboration with clergy, faculty and staff.
 - Work with clergy to lead innovative High Holiday youth programs and services
 - Collaborate with the cantor and senior rabbi on the b'nei mitzvah education program, including community-building activities and family education opportunities.
 - Support the b'nei mitzvah program by attending b'nei mitzvah on behalf of the religious school and/or designating a representative to attend on behalf of the religious school.
 - Collaborate with clergy and lay leadership to develop and implement an integrated program of formal and informal adult learning opportunities for congregants.
 - Teach courses in the religious school and adult education programs.
 - Work with the Inclusion Coordinator to ensure the needs of all students are met in the religious school setting, both socially and academically.

ADMINISTRATION & COMMUNICATION

- Oversee the administration and management of the religious school, youth programs, and adult education programs including policies, registration, class schedules, special events, marketing, safety regulations, and payroll.
- In consultation with senior staff and the religious school committee, develop and maintain the calendar of the religious and adult education programs.
- Manage and coordinate internal and external communication with clergy, staff, parents, students, teachers, and congregants, including with the parent-led Religious School and Youth Committee.



Volunteers participate in a get-out-the-vote phone bank



The congregation gathers at our Community Passover seder

ADMINISTRATION & COMMUNICATION (cont.)

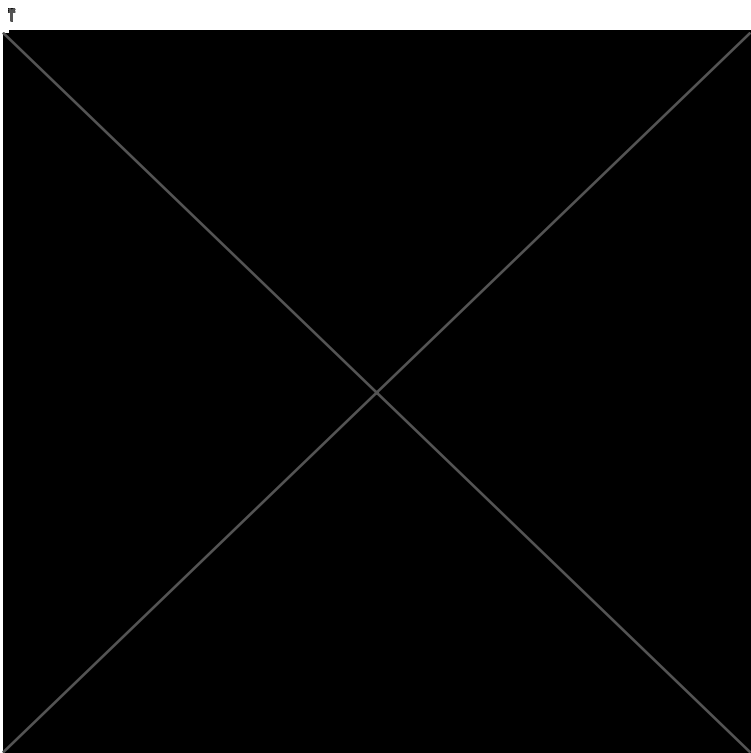
- Create and coordinate family programming for grades 4-7.
- Work closely with the cantor and Hebrew Coordinator to ensure that all students in grades 4-7 are achieving prayer fluency to check off prayers prior to being matched with their B'nei Mitzvah tutor.
- Serve as a member of the religious school committee and provide reports when requested.
- Attend monthly Board of Directors' meetings and annual meeting and provide reports as requested to the Beth El Board.
- Oversee purchasing of office supplies for teachers and student instructional materials including textbooks and multimedia.
- Communicate weekly events to staff and provide setup needs to the executive director.
- Organize outside transportation and other logistical support for religious school events.
- Maintain confidential files that include student data and reports.

SUPERVISION

- Hire, train, and supervise/evaluate school faculty, staff, youth group advisors, and madrichim.
- Supervise part-time administrative assistant and ensure continuous staffing of school office during school hours.
- Conduct weekly lesson plan reviews.
- Negotiate and provide a contract/letter of intent for teachers that includes salary, teaching schedule, and responsibilities during and outside of class hours.
- Observe teachers periodically (both formally and informally) and provide guidance on issues related to instruction, assessment, and classroom management.
- Create, conduct, and support orientation programs, training seminars, programming meetings, and meaningful professional development opportunities for faculty.
- Maintain personnel files that include contracts, payroll and evaluations.

BUDGET

- Prepare and manage the annual budget for religious school, youth programming, and adult education in conjunction with the religious school committee and executive committee.
- Manage all religious school accounting, working with the comptroller, including teacher payroll, vendor payments, and reimbursements.
- Supervise the religious school fund and make recommendations upon request for the student scholarship funds.
- Advise parents on scholarships and other funds available to support Jewish education and programming.



BUDGET (cont.)

- Oversee collection, accounting, and distribution of tzedakah funds collected during class.
- Oversee collection and accounting of funds collected at Sunday morning bagel/donut bar and Wednesday evening canteen; bagel bar and canteen are fully stocked and staffed.
- Write grant proposals for enhanced programming.

COMMUNITY OUTREACH

- Periodically attend [REDACTED] preschool and Tot Shabbat events and provide opportunities for young families to learn about the religious school.
- Participate in professional organizations and communal initiatives (Jewish Educators Forum, ARJE, NewCAJE, etc.).

Team and Reporting Structure

The Education Director reports to the Board of Directors chairperson. They supervise a part-time (25 - 30 hours) administrative assistant dedicated to the religious school, and hire, train, and supervise/evaluate school faculty, staff, youth group advisors, and madrichim.

Hours and Location

The position requires 40 to 50 hours per week with Mondays off. Hours are generally 10 am - 6 pm on weekdays (flexible), 8:30 am - 2:30 pm on Sundays, plus evening religious schools on Wednesdays, and periodic family services on Fridays and Saturday mornings. Remote work availability is determined by the Education Director supervisor.

Salary

compensation is in the range of [REDACTED]

Qualifications

REQUIRED:

- Master's degree in Jewish Education, Education, or an advanced degree in a similar field

PREFERRED:

- A minimum of five years of relevant work experience in a religious school setting
- Experience with ShulCloud or similar customer management software (CMS)
- Microsoft and Google Suite expertise
- Excellent organizational and communication skills, including experience communicating with parents, students, instructors, clergy, lay leadership, and congregations



To Apply

Please send a cover letter and resume to: [REDACTED]