

## **Assistant Director of Education**

### Job Description

#### **About XXX**

Congregation XXX, a Jewish community in XXX, is the center of Reform Jewish life in the suburbs of XXX. We are home to more than 500 households who gather to pray, learn, support one another, and the larger community. We strive to be inclusive and welcome everyone including Jewish-adjacent (non-Jewish) and LGBTQ+ members. We are a caring community that draws strength from our commitment to honor and respect the diversity of our membership.

#### **Overview**

The Assistant Director of Education will collaborate with the Director of Lifelong Learning and staff team to support learners and their families to spark curiosity, inspire a love of learning, and build a sense of belonging at Congregation XXX. Our Assistant Director will work as an educational leader, a thought partner, and the school administrator.

This full time position is expected to be present during our educational programs and offers a flexible distribution of hours during the week. Our educational programs meet in person on Sunday mornings and Tuesday early evening during the religious school year and on certain evenings, weekends, and Jewish holidays. Part of this portfolio will be tailored to the candidate's skill set and may include other opportunities such as teaching, b'nai mitzvah tutoring, inclusion education, and youth engagement.

### Job Expectations and Duties

#### **Educational Leader**

- Collaborate with the Director of Lifelong Learning to help build and implement the educational vision of the Religious School as we continue to respond to the changing needs of families around their Jewish educational experiences
- Collaborate with the Director of Lifelong Learning on the hiring, onboarding, and support of faculty
- Work with teachers on – both logistical (supplies, copies, schedules) and educational (leadership, classroom skills) support

#### **Support Learners and Families**

- Oversee and implement student enrollment process and class placement
- Coordinate Madrichim (11th-12th grade teen) program and Machonikim (8th-9th grade teen) program
- Communicate with families

#### **Administrative**

- Responsible for ordering books, supplies, and materials, and room usage and set up
- Maintain accurate attendance records for staff as it pertains to payroll, including the securing of subs
- Provide administrative support for the school and educational programs including registration and budget

#### **Core Competencies**

- Degree in Education, Jewish Studies, or a related field, or currently pursuing a related course of study
- Experience working with youth, preferably in a school, congregation, and/or camp setting

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- Excellent communication and interpersonal skills, familiar with Google Suite required, and Canva or similar applications
- Knowledge of child development and its application in learning
- Ability to create and implement meaningful learning environments
- Growth mindset, creative thinking, and collaborative spirit
- Strong work ethic, time management, and organizational skills
- Commitment to the ideals of Reform Judaism including Diversity, Equity, and Inclusive Education
- Available for flexible scheduling including evenings, weekends, and Jewish holidays

### **Salary and Benefits**

- \$42,000-\$60,000 commensurate with experience, qualifications, and portfolio
- Generous medical and dental insurance with an HRA contribution
- Retirement plan available through the Reform Pension Board
- Long-term disability and life insurance available
- Professional development/conference and professional association dues allowance
- Cell phone reimbursement

### **To Apply**

Please send your cover letter and resume expressing your interest to XXX. We hope for this position to begin in mid-August or sooner.

### **EQUAL EMPLOYMENT**

It is the policy of the Synagogue to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following: Race, Color, Age, Sex, Sexual orientation, Gender, Gender identity, Religion, National origin, Ancestry, Language (when unrelated to job duties), Pregnancy, Military or veteran status, Citizenship and/or immigration status, Genetic information, including family medical history, Physical or mental disability, Marital status, Housing status, Domestic violence and/or order of protection status, or any other protected class, in accordance with applicable federal, state, and local laws.