



## **Temple Isaiah Director of K12 Education + Engagement**

### **POSITION DESCRIPTION**

**\*\*Offer contingent on cleared background check\*\***

The Director of K12 Education + Engagement is responsible for the design and implementation of all K12 pathways including directing the K12 Sunday School and Teen School. Reports to the Executive Director and receives direction on program development in the areas of Jewish learning, ritual, tradition, and Jewish innovation, from the Senior Rabbi. Collaborates with the Preschool Director and Clergy. Supervises Innovation Center Coordinator, Office Manager and JASA-After School Director (to begin February 2026).

### **Essential Duties and Responsibilities:**

#### **Operational Planning**

- Run day-to-day operations of the **Sunday School** (TK-6), **Tuesday School** (currently 4-6), **Teen School** (7-12) and **1-1 Hebrew Tutoring** program
  - Approx. 250 students TK-12 and 15 teachers
    - 227 students on Sunday
    - 5 students on Tuesday afternoon
    - 28 students on Tuesday night (Teen School)
    - 14 students in 1-1 Hebrew Tutoring (mostly online)
- Develop K12 budget with Executive Director and Budgeting Committee
- Manage the K12 registration process and start of year class assignments/scheduling in partnership with Operations Team
- Coordinate with team for all marketing and logistical planning
- Oversee timecards for K12 staff
- Complete process of applying for **JASA** grant. (Fall 2025)
  - Upon securing grant, launch 5-day-a-week **Jewish After School** program open to members and non-members to begin August 2026 with 15 students attending at minimum 3 days/week

#### **Curriculum and Program Planning**

- Design and implement K-12 grade curriculum (including TK on Sundays)
- Create K12 Annual Calendar
- Work with team to strategize regular and holiday/special programming
- Coordinate Hebrew tutoring sessions
- Oversee **B'nei Mitzvah Family Education** pathway in which families within a 6-month window of one another share 2-4 meaningful gatherings together in the years leading up to their B. Mitzvah
- Oversee **School-Groups/Havdalah Gatherings** and **Torah-To-Go** programs.

- Reimagine Tuesday night Teen School and lead process for re-evaluation and re-launch including staff and lay leaders. (2-year process)
- Design K12 department and its communications to ensure pathways are valued, understood and operate in collaboration with one another

### **Leadership/Presence**

- Represent K12 at Temple wide events
- Co-lead K12 Advisory Council and The Neighborhood Taskforce.
- Lead school tours for prospective families
- Chaperone K12 school trips and retreats, as needed. Some travel is expected

### **Supervision**

- Supervise **FT Innovation Center Coordinator**
  - Includes indirectly supervising 50 Rishonim + Junior Rishonim (7-12<sup>th</sup> grade)
  - All retreats and K12 trips and travel
- Hire and supervise **FT Jewish After School Director** (start date Feb 2026)
  - Run day-to-day operations of 5-day-a-week program including transportation, budgeting, communication, marketing, and enrollment
  - Serve as lead teacher (Year 1, if needed); hire, prep and manage additional teachers (based on enrollment)
  - Build curriculum in partnership with JASA educators (JASA grant includes non-repeating 6-year curriculum)
- Supervise **FT Education Administrative Assistant**
- Hire, train and supervise teachers and Hebrew tutors
- Create meaningful professional development opportunities for teachers
- Oversee **Isaiah Temple Youth (ITY)**
  - Identify new, part-time ITY supervisor if applicable

### **Skills and Qualifications to be Successful in this Position \*\***

- Creativity, a desire to collaborate, a willingness to try new things (even when they fail) and enthusiasm for working with all age groups (including adults!)
- Ability to envision a program and lead a team of professionals or lay leaders to bring ideas to fruition
- Supervisory experience
- Strong organizational skills
- Excellent written and verbal communication skills
- Familiarity / comfort with technology
- Professionalism, maturity, thoughtfulness, proactive approach
- Bachelor's degree required;
- Master's degree in Jewish education or relevant/related field preferred
- Experience working in a synagogue environment
- Experience in school administration

### **Compensation, Benefits and Hours:**

Full Time, Exempt employee.

The position requires 40-50 hours per week with one day off. Includes Shabbat, holiday, weekend and evening programming hours. Some travel.

Employee benefits package including medical, dental, vision and life insurance, Retirement plans, LTD, professional development allowance, vacation time and sick time, parental leave, complimentary Temple membership and school tuition, paid Federal and Jewish Holidays as stated in employee handbook.

**Salary: 110-160K**

\*\* Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they meet an average of 60% of the criteria, while women and other people who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. Whether you're new to this field, returning to work after a gap in employment, looking to transition, or to take the next step in your career path, we will be glad to have you on our radar.

**Statement of Equal Opportunity.**

Temple Isaiah is dedicated to maintaining a workplace free from harassment, discrimination, and retaliation. We provide equal employment opportunities to all employees and applicants, regardless of race, color, national origin, disability, gender, age, sexual orientation, military status, or any other characteristic protected by law. This includes fair pay and equal treatment throughout the employment process—from hiring and training to promotions and termination. All Temple employees are expected to adhere to this policy, which prohibits discriminatory, retaliatory, and harassing behavior from anyone in the workplace.

**How to apply.**

To apply, please submit your resume and cover letter to **[team@templeisaiah.com](mailto:team@templeisaiah.com)**.