

Beth Israel Congregation
Interim Director of Education
Job Description 2018-2019

General Summary:

The Interim Director of Education is directly responsible for the general management and administration of pre-K through 12 grade at the Beth Israel Congregation Religious School. The Interim Director will work closely with Rabbi Nadav Caine and the entire professional staff and with lay leadership to coordinate the formal and informal educational offerings to the congregation, both to children and to adults. This position will require flexibility, and a willingness to nimbly adapt to changing conditions as our synagogue plots a path towards the future.

Key Duties:

- Attend meetings of the Staff, Education Committee, Sunday Night Lecture Series Committee, Adult Education Committee, and other relevant educational committees.
- Supervise and oversee the Religious School, including records, inventory, communication, database and bookkeeping.
- Supervise and oversee the Adult Education program.
- Develop, refine, and implement religious school curriculum for the Religious School (including social, religious and cultural programming.)
- Oversee and implement focus groups with a range of demographics to help solicit stakeholder input on a long range plan for the school in coordination with the Education Committee
- Manage an annual budget under the direction of the Executive Director with the final approval by the Board of Directors.
- Provide the Education Committee, Adult Education committees and other relevant committees with reports on activities and to the Board of Directors as requested;
- Hire, support, supervise and evaluate staff including teachers, aides, and support staff.
- Hold staff meetings to enhance the development of overall school curricula in conjunction with the Rabbi and the Education Committee.
- Continue to oversee and develop Shabbat educational programming for 6th and 7th grades.
- Coordinate with the Program Director in the planning and implementation of innovative Shabbat and holiday programming for children and families.
- Communicate with all stakeholders and potential new members, including setting an annual calendar of school and adult education events in coordination with synagogue staff.
- Write a monthly article publicizing the school's activities in *Hashaliach*.
- Teach adult education classes.

Requirements: B.A. and strong background in education and Judaic Studies. Masters degree preferred, but other relevant background will be considered. Significant teaching and administrative experience. Solid command of Hebrew.