

Beth Israel Congregation
Ann Arbor, Michigan
Director of Education Job Description

Summary

Beth Israel seeks a dynamic and creative Director of Education with excellent communication, organizational, and interpersonal skills. The Director of Education is directly responsible for the general management and administration of the Beth Israel Congregation Religious School. The Director of Education works closely with staff, clergy and lay leadership to create meaningful formal and informal educational offerings for the congregation, both for children and adults.

Essential Qualifications

- Bachelor's degree and a strong background in education and Judaic studies
- Knowledge of and passion for Jewish life and observances
- Experience working with children, youth, and families in formal or informal settings
- Significant teaching experience
- 3 to 5 years of administrative or leadership experience
- Strong command of Hebrew

Desirable Qualifications

- Master's degree in a relevant area
- Social media skills
- Musical skills
- Family education experience

Responsibilities Include:

Religious School:

- Supervise and oversee the Beth Israel Religious School, creating a warm, nurturing learning environment where each student is recognized as an individual.
- Establish and implement a long-range plan for the school in coordination with the Education Committee.
- Maintain and manage appropriate records, communication, budgets, and inventory.
- Develop, plan, and implement religious school curricula for Beth Israel Religious School.

- Hire, develop, supervise and evaluate staff including teachers, aides, and support staff.
- Create and plan on-going professional development for teachers and support staff.
- Develop an annual calendar of school events in coordination with the synagogue staff.

Outreach:

- Consult with parents as to the ongoing activities of the School and the development of additional programs to satisfy the needs of all the member constituencies.
- Provide publicity and outreach to members of the Synagogue and to potential members of the Synagogue.
- Help the Education Committee raise funds for the Religious School Scholarship Fund, and for program sponsorships.

Adult Education:

- Develop a long-range plan for adult education in coordination with the Rabbi, Program Director, and lay leaders.
- Oversee the development, implementation, and evaluation of adult education offerings.
- Prepare, along with Rabbi and relevant committees and staff, a yearly calendar of adult educational opportunities and a plan for their implementation and evaluation.

Family Education:

- Develop a long-range plan for the development of innovative Shabbat, holiday, and other family programming.
- Oversee the development, implementation, and evaluation of family education programs.
- Oversee and develop Saturday educational programming for 6th and 7th graders and their families.

About Beth Israel Congregation:

Beth Israel is a mid-sized egalitarian Conservative congregation that affirms inclusion in Jewish life. We are passionate about engagement in Judaism through the study of Torah, acts of loving-kindness and *tikkun olam* in our congregation and community, and through meaningful worship that draws on the skills and dedication of our members. For more information, visit our website at <http://www.bethisrael-aa.org/>.

About Ann Arbor:

Ann Arbor is a vibrant, diverse, globally-minded community with a strong and engaged Jewish community. As a university town, Ann Arbor has an eclectic and internationally-recognized food scene as well as a wide range of entertainment and community engagement activities. There are near-ubiquitous festivals, marathons, fairs, and sporting events for every taste and interest. A nationally-recognized library system and a strong school district and parks system provide abundant opportunities for families with children.

- Benefits: paid sick/vacation time, medical, retirement plans, parental leave
- Other benefits: Professional dues, funding for conference attendance, religious school tuition, congregation membership.

Send email and cover letter to Jennie Allan at jobs@bethisrael-aa.org.